



## Assembly Meeting

To be held at 9.00 am to 16.00 pm on Wednesday 29<sup>th</sup> March 2023 VIA ZOOM

### Agenda - Open Business

1. Welcome to Assembly members & apologies for absence **9.00**

#### ITEMS FOR NOTING

*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*

2.
  - a) Code of Conduct & Remit of Assembly
  - b) Declarations of interest
  - c) Minutes of the Open Business the Assembly meeting 16<sup>th</sup> November 2022
  - d) Updates from the National Boards
  - e) President's Report
  - f) Treasurer's Report
  - g) Education & Standards  
To note the minutes of the ESC meeting held on 6<sup>th</sup> February and approve amendments to ToRs
  - h) Science & Research  
To note the minutes of the SRC meeting held on 7<sup>th</sup> February and approve amendments to ToRs
  - i) Inclusion & Diversity
  - j) 2023 Events  
To note the calendar of dates for events planned for the coming year
  - k) FIP ExCo CPS  
To note the meeting report
3. **Matters arising from the Open Business minutes not specifically included on the agenda 9.05 – 9.50**
  - a) Pharmacy Charity Donations  
*Chief Operating Officer*
  - b) Diversity Targets & I&D Strategy Review  
*Chief Operating Officer*
  - c) FIP Member Offer  
*Chief Executive*
4. **CEO's Report 9.50 – 10.10**  
To receive a verbal report  
*Chief Executive*
5. **Constitution & Governance Review 10.10 – 10.25**  
To receive a verbal update on the commissioning of an external review of the Society's governance and constitution  
*Chief Executive*

## Assembly Meeting 29th March – OPEN

### BREAK 10.25 – 10.35

6. **Co-Chairs' Commission Report 10.35 – 11.20**  
To receive a verbal update on the Society's response to the recommendations of the Co-Chairs  
*Chief Executive*
7. **66ES Smart Building Technology 11.20 – 11.35**  
To receive a presentation on building works at 66ES  
*Chief Operating Officer*
8. **2023 RPS Conference 11.35 – 11.55**  
To receive a verbal update on 2023 Conference and beyond  
*Chief Education & Membership Officer*
9. **Any other business 11.55 – 12.05**  
***Any other items of business to be notified to the President 48 hours before the meeting***
10. **Date of next meeting 12.05**  
To note the date of the Induction Day 11<sup>th</sup> July and Assembly Meeting 12<sup>th</sup> July

### LUNCH 12.05 – 12.35

<b>Title</b>	<b>Code of Conduct &amp; Remit of Assembly</b>
<b>Open, confidential or restricted</b>	Open
<b>Author</b> (include email/phone)  <b>Position</b>  <b>Director responsible</b>	Alison Douglas <a href="mailto:alison.douglas@rpharms.com">alison.douglas@rpharms.com</a>  Governance Manager  Paul Bennett
<b>Purpose of item</b> (for noting/discussion/ decision/approval)	For noting
<b>Item Summary</b>	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
<b>Actions/decisions required of the Assembly</b>	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 March 2023****DECLARATION OF INTERESTS****Claire Anderson**

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

**Martin Astbury**

- Morrison's Pharmacy pharmacist (employee)
- Member of the RPS Pharmaceutical Publications (PhP) board

**Sharon 'Sibby' Buckle**

- Advanced Pharmacist Practitioner, Boots UK
- Boots Pharmacists Association, Executive Board member
- Senior Director, Cairn Place Ltd
- Member of Women2Win
- East Midlands clinical senate assembly member
- Nottinghamshire ICS partnership forum member
- Ad hoc consultancy
- Contribute to media articles in pharmacy/ medical/ health press
- Both daughters, Junior Doctors
- Mother, retired Midwife and health visitor
- Brother, Consultant surgeon
- Brother, Dental surgeon

**Andrew Carruthers**

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

**Ruth Edwards**

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

**Mary Evans**

- None at present

**Thorrund Govind**

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

**Mike Hannay**

- Bicycle Therapeutics, Senior Vice President CMC Development & Manufacture
- Hannay Holdings (Partner)
- National Centre for Rural Health & Care (Director)
- Medical Technology Innovation Facility (MTIF) (BEZ) (Director)
- MediLink Midlands (Director)
- Visiting Profession, De Montfort University
- Honorary Professor, University of Leicester
- Advisory Board member, APS
- Science & Research Board member, RPS
- Member of University of Bath Pharmacy Advisory Group

**Alisdair Jones**

- Channel Health Alliance (Employer)
- Member of national executive as Treasurer to the PDA Union.
- PDA Union (Honoraria)

**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

**Erutase Oputu**

- Barts Health NHS Trust
- Knockholt Mansions Residents' Association
- Pharmacy Research UK Trustee
- Member of UK Black Pharmacists Association
- Member of UK Clinical Pharmacists Association

- Member of the Guild of Healthcare Pharmacists
- Member of Inclusive Pharmacy Practice Advisory Board, NHS England
- Brother works at Astra Zeneca

**Lynne Smith**

- Lay Committee member, Royal College of Anaesthetists
- Health Care Professions Council: lay member of Fitness to Practice Panels

**Audrey Thompson**

- NHS Greater Glasgow & Clyde
- 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 Meeting held on 16<sup>th</sup> November 2022 at 66ES and via VC**

**Present:** Claire Anderson (CA) - Chair, Martin Astbury (MA), Sibby Buckle (SB), Andrew Carruthers (AC), Audrey Thompson (AT), Alisdair Jones (AJ), Ruth Edwards (RE), Tase Oputu (TO), Lynne Smith (LS), Cheryl Way (CW), Eleri Schiavone (ES) – via VC, Mary Evans (ME), Thorrun Govind (TG) – part meeting

**In attendance:** Paul Bennett (PB), Karen Baxter (KB), Avril Chester (ACh), Helen Gray (HG), Rick Russell (RR), Elen Jones (EJ) – via VC, Clare Morrison (CM) – via VC, Alison Douglas (AD), Aman Doll (ADoll), Neal Patel (NP), Wing Tang (WT)

**Observers:** 14 Members registered to attend the meeting, STAFF OBSERVERS

**Apologies:** Mike Hannay (MH), Neville Carter (NC)

Item	Paper	Notes and actions	Action by
<b>Item 1 Welcome &amp; Apologies</b>		CA welcomed everyone to the meeting. Apologies were received from MH, TG and NC.	
<b>Item 2 Items for noting</b>	22/11/ASB/02	<p>The following items were noted:</p> <ul style="list-style-type: none"> <li>a) Code of Conduct &amp; Remit of Assembly and COG</li> <li>b) Declarations of interest</li> <li>c) Minutes of the Open Business Assembly Meeting 19<sup>th</sup>/20<sup>th</sup> July</li> <li>d) National Pharmacy Board Reports</li> <li>e) President's Report</li> <li>f) Treasurer's Report</li> </ul>	

		<p>g) 2022 Education &amp; Standards Committee Report &amp; minutes of Committee 4<sup>th</sup> October</p> <p>h) 2022 Science &amp; Research Committee Report &amp; minutes of the Committee 11<sup>th</sup> October</p> <p>i) Education &amp; Professional Development update</p> <p>j) Inclusion &amp; Diversity update</p> <p>k) 2022 Health &amp; Safety Report</p> <p>l) 2023 Election Scheme</p> <p>The 2023 Election Scheme was noted and adopted. SB observed that the Scheme set out a requirement for candidates to the EPB to have 10 nominators while candidates for the WPB only needed one. AD reminded members that the number of nominators was wholly in the gift of the individual National Boards and that EPB discuss the number required each year, taking the decision earlier in 2022 that the number of nominators required to stand would remain at 10 for 2023.</p>	
<b>Item 03 Matters Arising</b>	22/11/ASB/03	<p><b>a) EDI Data Collection</b></p> <p>ADoll joined the meeting and outlined the various options that had been considered for collecting EDI data across the membership of the Society. She highlighted that the low completion rate of the optional survey issued in the last two years had meant it was not really possible to get an accurate picture of the overall membership and a more sustainable solution was therefore needed.</p> <p>TO stressed the importance of being able to track and measure any impact of the work the team were doing on I&amp;D which was very difficult to assess without baseline data. She agreed the response rate to the survey was not good and the optional nature of the exercise clearly didn't give the Society the information it needed, despite being a significant amount of work for the staff to implement/undertake.</p> <p>Members agreed the addition of a mandatory field at the application stage, with the option to select a 'prefer not to say' response, should be introduced. However, additional measures would also be needed to capture information on current members and ADoll therefore additionally proposed running a campaign throughout the year, co-ordinated with other related campaigns to encourage existing members to submit responses, and will liaise with other Royal Colleges to see how they approach this.</p> <p>AGREED Option 1 as outlined in the paper would be implemented ie optional collection as part of the membership joining and renewal processes and storage in CRM (identifiable to the individual).</p> <p>ACTION - ADoll</p>	<b>ADoll</b>

		<p><b>b) Independent Commission</b></p> <p>PB gave a brief update on the work of the Commission to date. The five Working Groups established to gather evidence are progressing and have been asked to come up with three core, and up to two additional, recommendations each which will then be considered by the Commission as a whole and included in the final report. He believed the Society was as engaged as it could be with the Commission and added that a number of staff and members were part of the Working Groups and had also attended the related webinars, as well as having a very positive relationship with the Chief Pharmaceutical Officers and the Chairs of the Commission. The Society has also made its own extensive submission outlining plans to be bold, forthright and demonstrate leadership to the Commission which it sought members' comments on in advance.</p> <p>PB did not wish to pre-empt the findings of the Commission but did want the Society to be in a position to be able to respond rapidly once the recommendations were published in January and felt the current Commission Working Group areas might therefore be useful for the Society to map onto in the first instance ahead of any findings.</p> <p>He believed it was likely some of the recommendations could well prompt the need for change, particularly in the area of governance of pharmacy professional leadership bodies, but stressed that the final Commission recommendations would need to be discussed in full by Assembly. AGREED that an additional half-day meeting of Assembly should be scheduled for February to consider the Commission outcomes in the first instance head of the formal Assembly meeting in March.</p> <p>ACTION – AD</p> <p>SB noted that an element of funding for work to implement any agreed outcomes from the Commission recommendations had already been included in the budget.</p>	AD
Item 04 CEO's Report		<p><b>Annual Conference</b></p> <p>PB thanked the team for making the 2022 Conference such a great success – over 550 people had attended in person and over 200 had joined online, which was a great turn out for the very first hybrid conference. Staff would be undertaking a deeper analysis of the data on workshop attendance etc and the information obtained would be used by the PMED team to help better shape the member offer to</p>	



		<p>individual areas of interest etc. Overall feedback indicated a very high level of engagement by participants and the key note speakers had been particularly appreciated.</p> <p>RE noted that further engagement with PhSC would help increase student member attendance for future years and would look at how this might best be achieved for 2023.</p> <p><b>Celebration of Science</b> The event held at 66ES the evening before the Conference had also been a success, with over 75 people attending.</p> <p><b>Professional Practice</b> PB highlighted the work done by the PMED team to support professional practice - in particular the work done to revise the RPS Standards for Hospitals, which had seen a very collaborative approach taken to create the final document by working in partnership with Pharmacy Forum for Northern Ireland (PFNI) and APTUK, as had also been the case for updating the Standards for Error Reporting. The Society will be collaborating further with APTUK and PFNI in 2023 on work around Duty of Candour and has been commissioned by the Welsh government to undertake phase two work on standards for Prison Services. Andrew Evans (CPhO Wales) in particular was thanked for his support with this.</p> <p><b>Luther Pendragon Review</b> Noted that the final report from LP into member engagement and communication had been received by Assembly at an additional session on 7<sup>th</sup> November. The report had identified a number of recommendations and work was now underway within the PMED teams to implement the 'quick fix' area identified. A further Assembly session will be held on 1<sup>st</sup> December to fully discuss the overall findings.</p>	
<b>Item 05 AGM related Items</b>	22/11/ASB/05	<p><b>a) Direct Election of President</b> The legal advice outlined in the paper setting out the ambiguity on the current wording of the Charter and the ability for any changes to be made to the way in which the President was elected was noted and members agreed that this should be considered in 2023 as part of the expected wider review of governance expected to be necessary as part of the outcomes of the Independent Commission. MA asked that the ambiguity of the current wording of the Charter on the ability to make changes to the composition of Assembly be similarly included in the review.</p> <p><b>b) Recording of Open Business</b> The different options outlined in the paper were considered.</p>	

		<p>AT, whilst fully supportive of the move to increase transparency, noted that the paper outlined a 'not insignificant' level of resources needed to implement this proposal and wondered if it would be worthwhile set against how widely used the resource would be. WT explained that the work would mainly be one-off to complete the necessary preparatory legal and technical work and then would predominantly be any editing of the final recording necessary prior to publication.</p> <p>SB queried why any editing of the recording would be necessary given that the open business sessions of the meetings were already live streamed via Zoom and believed any editing would automatically change the accuracy of the record of the meeting. PB understood that any need for editing would be highly infrequent and would only be done in the interests of preventing things like propagating the publication of any slanderous statements etc.</p> <p>Members discussed whether the recording should be published behind a member log-in firewall. ES asked what other Royal Colleges did in this area and WT replied that the only other comparable body that did publish recordings of its meetings was the Royal College of Nursing, and that they published this behind a member firewall.</p> <p>AC questioned the period of 60 days for keeping a recording on the website and felt it would be more appropriate to keep until formal agreement of the minutes of the meeting had been completed. WT confirmed that once the agreed period had elapsed the recordings would be permanently deleted and no 'master copy' would be kept by staff, as the formal record of the business of the meeting would continue to be via the production of written minutes. RPS has made its own extensive submission outlining our plans to be bold, forthright and demonstrate leadership to the Commission which it sought members' comments on in advance.</p> <p>AGREED to implement Option 3 ie to move to implement digital recording and publication of open business of RPS governance meetings to members only behind a membership log in. Live observers will continue to be welcome and written minutes will remain as the official record of the meeting. The recordings will be made available for time limited period only to minimise data protection risks/storage requirements and will only be kept until the formal agreement of the minutes of the meeting at the next meeting.</p> <p>Recordings would only be edited in very exceptional circumstances and any edits should be flagged up to Assembly/Boards in advance.</p>	
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		<p>ACTON – WT</p> <p><b>c) Open/Confidential Business</b>  The proposed amendments to the Standing Orders for Assembly were APPROVED ie the reason for classification must be identifiable and must be included on the cover sheet for the paper, headline confidential business agendas to be published on the relevant Assembly meetings section alongside the full open business agenda and open business papers.</p> <p>Assembly Standing Orders will now be updated and a recommendation will be taken to the next National Board meetings to be formally adopted for Board meetings as above.</p> <p>ACTION – AD/Country Directors</p> <p><b>d) Declaration of Interests</b>  The proposed amendments to the Conflicts of Interest, Gifts &amp; Hospitality Policy and annual Declaration of Interests form for governance members were APPROVED and will now be implemented for the 2023 declaration forms.</p> <p>ACTION – AD</p> <p><b>e) Charitable Donations</b>  RR summarised the history of the Society’s support for the Pharmacist Support charity over the past decades and members discussed the proposal that an option be included on each membership form which, post-payment of the membership fees, will allow members to add a separate charitable donation to Pharmacist Support.</p> <p>RR noted that the team were currently working through practicalities involved in enabling members who didn’t renew by direct debit to make similar donations if they wished to and were liaising directly with Pharmacist Support on the best solutions but that the limitations of the resources available in the tech team would impact on whether or not this could be implemented in time for the 2023 renewals.</p> <p>TO asked if thought had been given to enabling members to donate in this way to other charities. RR noted that only PS had been looked at present but felt it would be possible to incorporate other charities</p>	<p>WT</p> <p>AD/EJ/CM</p> <p>AD</p>
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		<p>that Assembly might consider appropriate. AGREED that a formal process for any suitable pharmacy related charities to be able to approach the Society for inclusion should be developed, with COG to consider any application. This would then allow Assembly to challenge any decision to reject a charity inappropriate at the next Assembly meeting when it came to the ratification of COG decisions.</p> <p>ACTION - RR</p> <p><b>f) Frequency of Meetings</b>  Noted that the National Boards were able to set the frequency/duration/style of Board Meetings themselves over the course of the year within their individual Board budgets. As Assembly meetings were less able to be fluid because of a number of fixed point fixed-point business and governance requirements for meetings members agreed that the current meeting pattern might be considered in any fuller review of governance undertaken in 2023 following the IC review.</p> <p><b>g) FIP Membership</b>  PB reminded Assembly that a consultation exercise had very recently been carried out with all members on whether they would like to see the Society re-join FIP. A very good response had been received with 184 members being in support of re-joining and only 3 members being against.</p> <p>The reform of terms of membership of FIP was to be discussed by FIP Council members in November before an extraordinary Council meeting is held mid-December. At that meeting the Council will vote to either accept, amend, or reject the proposals. The detail of the proposal is confidential to FIP, but we have been provided with the following summary by the FIP CEO:</p> <p><i>The membership reforms at FIP are set to focus on our membership categories, members fees and voting rights of the different categories to create a more cohesive and transparent model that is inclusive to all who are eligible to be member organisation. These developments are in the spirit of making fees more affordable and sustainable for all, while reducing the reliance of FIP on a few highest paying members, of benefit to all. To this end, we commit to our existing and new MOs that the fees will not increase in 2023, and no inflationary rise is in our plans. Secondly, we will endeavour to ensure individual members of our member organisations will have greater awareness of FIP and their member organisation's inputs and contributions globally, as well as the wider work of FIP. This will ensure we maximise the benefits of the MO investment in FIP membership to their members, whilst increasing global awareness of FIP activities and influence- a mutual benefit to our members and to FIP and our profession worldwide.</i></p>	
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		<p>Given this and that Assembly members were fully supportive of FIPs overall direction of travel, the clear wish among the wider RPS membership to re-join and the tight FIP governance deadlines, Assembly AGREED that the Society should apply immediately after the November Assembly meeting, to meet the FIP's administrative timetable, but with the caveat that if FIP Council were not to agree favourably revised terms the application be suspended. The Chairs and Officers Group (COG) will assess Council's decision for expediency. The President welcomed this important decision.</p> <p>Members requested that the final detail of the FIP offer should be shared with Board and Assembly members at the same time as COG for information and to allow them to provide comment to COG should they wish to.</p> <p>ACTION – PB/COG</p> <p><b>g) Publishing Member Numbers</b></p> <p>Noted that although the Society does already publish the headline number of members each year as part of the Annual Report the information is not currently easy to find and could be made more readily available on the website. NP added that appropriate narrative would need to be included to acknowledge that the totals may well not be what the Society would want and to give some details as to actions and activities being done to both recruit and retain members. The decision required from Assembly members would then be which figure would be published, the overall headline number of members in total across all categories or whether this should be broken down further by category.</p> <p>Members noted that it was already currently possible to calculate the number of Members and Fellows in a given year from the information provided in the NPB Elections Report but acknowledged that a degree of effort was required to do this.</p> <p>SB suggested it might be beneficial to provide a breakdown of totals by country as it would make members in Wales &amp; Scotland aware of the significant resources they receive per member head. However EJ, CM and a number of Assembly members strongly disagreed and felt this would be a very divisive move. The Country Directors stressed that although a number of staff resources might be based in the Wales and Scotland offices they were actually part of GB wide teams and worked on numerous GB wide projects</p>	PB/COG
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		<p>SB left the meeting at this point to take a phone call. After discussion of the various options the remaining members unanimously AGREED that the top level figure only should be published. [Secretary's note: SB was absent from the meeting room when this decision was taken].</p> <p>PB stressed that both the PMED team and the Executive did focus in some detail on the granularity of the numbers in all membership categories and received regular breakdowns of the totals in each.</p>	
<b>Item 09</b> <b>Diversity Targets</b>	22/11/ASB/09	<p>This item was brought forward on the agenda and HG introduced the paper outlining work undertaken to date on diversity monitoring/reporting throughout the recruitment process and the next steps that we are proposing to take. SB returned to the meeting.</p> <p>RE cautioned against drawing any conclusions from such a small pool of data. HG noted that as the new HR reporting system had only been introduced in July data was only available for the last quarter but regular reports would be produced going forward. The team had felt it would be timely to engage an external consultant to help review the Society's current I&amp;D strategy and will report back on this at the next meetings of the Remuneration Committee and Assembly.</p> <p>HG noted that there were no specific criteria per se for recruitment panels but teams always sought to ensure diversity, particularly at the more senior levels, and she will be working with the external consultant to help develop a recruitment charter.</p> <p>AJ noted that the paper referred to 'diversity targets' and asked what these targets were. HG explained that 'targets' in general were referenced in the I&amp;D strategy to be representative of the population served by the Society but that the information used to gauge what this might be was taken from the 2011 census at present which she didn't necessarily think would be the best measure to use and would therefore be looking at this with the external consultants. An update after the meeting on where the Society currently sits against this target will be circulated to Assembly members.</p> <p><b>ACTION – HG</b></p> <p>RE noted that the makeup of the pharmacy profession in general in terms of ethnicity and gender was quite different to that of the general population however HG noted that the majority of employees at the Society were not pharmacists.</p> <p>TO did not recall Assembly agreeing these targets previously and felt the paper was still not representative of an appropriate way forward in this area, either for the organisation as a whole or the Executive Team more specifically, and the figures included did not look good in terms of who applied against those who</p>	<b>HG</b>

		<p>went on to be hired. She felt the large degree of turnover at senior level this year would have represented a good chance to take some positive action in this area which had been missed as there was very little visible diversity at the senior level. She noted that she was now nearing the end of her second year on Assembly but didn't feel there had been any significant positive movement in this area and asked that Assembly have greater sight of the internal I&amp;D strategy and the agreed targets on a regular basis in order to be able to monitor progress.</p> <p>HG noted that I&amp;D had been discussed in greater detail at the recent Remuneration Committee meeting and the I&amp;D strategy had been brought to Assembly in July but she did agree it was not currently the finished article and this was why the external consultant had been engaged. She hadn't been under the impression that Assembly were expecting a new/final Strategy or specific targets for approval at the meeting today as these were both currently being worked on. She agreed that more work is needed in this area and committed to bring back suitable updates on both to the March meeting.</p> <p>ACTION – HG</p> <p>TO asked how RemCom were monitoring progress against the targets at present. HG explained that the Committee were looking at diversity directly but also at the employee journey as a whole in terms of the overall Employee Value Proposition including staff development, succession planning etc.</p> <p>PB welcomed the challenge from TO to progress in this area and echoed HG's commitment to improvement. He noted that the recent rounds of recruitment (particularly to CEMO and Director for England roles) had felt very different and had been open to applicants from a diverse field. Whilst various appointments made this year may not appear to be as diverse as they might have been he reminded members that diversity can take many forms. He felt the Society's endeavours to become more diverse and to be an employer of choice were more beneficial than specific targets per se but thanked TO for keeping this item active.</p> <p>LS asked how opaque the new 'blind' recruitment process was. HG informed members that the new software removes names and also universities etc but agreed there was no real fool proof solution as individuals would always be able to google applicants if they were minded to.</p> <p>ME asked if the language used in recruitment adverts had been looked at. HG noted that the team had done a significant amount of work in this area having undertaken education for recruiting managers, introducing bias reading software tools, providing different types of I&amp;D training such as unconscious bias and disability confidence training (with unconscious bias and on-line I&amp;D training being mandatory for</p>	<p>HG</p>
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		<p>managers) etc and noted that the level of diversity at application stage wasn't an issue but came further down the recruitment process.</p> <p>PB noted that the recent disability confidence training in particular had been very enlightening and had helped refresh the Exec team's thinking on how to use a similar approach across all areas of diversity, stressed again the team's strong desire to get better and do more on this.</p>	
<b>Item 06 Panel of Fellows</b>	22/11/ASB/06	<p>The annual report from the Panel was noted and Christine Bond (Panel of Fellows Chair) joined the meeting for this item to give a presentation to members.</p> <p>CB noted that although the terms of reference for the Panel allow for a total of eight members there were only seven at present. She was happy with this and didn't believe it was an issue for the work of the Panel but did reflect that it might be helpful to have a representative from industry join as a small but not insignificant number of applications for Fellowship are received from this sector.</p> <p>CB observed that the number of nominations to Fellowship had already dropped off somewhat in 2019 prior to the pandemic and noted that other organisations do tend to give out more fellowships than the Society. She noted that the recent improvements to the nomination process and increased promotion didn't appear to have increased the number of nominations received although the Panel did feel the quality of the nominations had improved. She felt having more blogs on the website on the process might be helpful in this regard.</p> <p>CB would also welcome increased engagement with existing Fellows by the creation of some form of community for them which would also serve as an invaluable resource for the organisation and felt more local events, virtual groups via RPS Connect would all help.</p> <p>She noted that pharmacists were also under represented at the national awards level and felt it might be worth considering how this might be addressed as well as encouraging more nominations for Honorary Fellowships, MA suggested that pharmacy technicians in particular might be considered Honorary Fellowships.</p> <p>CB suggested some form of Pharmaceutical Scientist Fellowship might also be worth considering although she acknowledged there were current barriers to this within the Society's governing documents but might be considered if a wider review of the Charter were to be undertaken.</p>	



		Members were supportive of all these suggestions and also broadly supportive of the suggestion of a death in service award which might possibly be awarded retrospectively for members who had passed away during the pandemic.	
<b>Item 07 Membership Committee</b>	22/11/ASB/07	<p>The annual report from the Committee was noted and Anne Boyter (MemCom Chair) joined the meeting for this item.</p> <p>AB informed members that her tenure as chair was now ending and Nick Thayer had been appointed to replace her but that she would be remaining on the committee in an ex officio capacity for 12 months to help with the transition. She expressed her thanks to Paul Jenks, Vice-Chair, who was also coming to the end of his tenure and to the Committee members for the time they gave up to work on the committee. She believed the Committee now functions very well and the revised Conduct Scheme had proved to be a great improvement on the old process.</p> <p>PB thanked AB for her professionalism and the significant work she had done as Chair.</p>	
<b>Item 08 CPA</b>	22/11/ASB/08	<p>TG joined the meeting.</p> <p>The annual report from the Association was noted and Vicky Rutter (CEO, CPA) joined the meeting for this item to give a presentation to members.</p> <p>CA declared an interest as a trustee of CPA.</p> <p>RE questioned why the commitment of RPS to CPA was being considered in the terms of return on investment as she believed this was something that should be supported regardless of RoI as part of RPS's global leadership remit.</p> <p>VR explained that historically the annual report has tended to focus on finances but that overall she was very focused on looking at the mutual benefits of the two organisations working together. VR would particularly like to work in greater partnership with RPS on global anti-microbial stewardship but stressed that this would require the Society to commit greater time/resources as CPA was currently operating at full stretch. SB noted that the Society did get a very real 'soft' return for any funding and felt it was important to look at this in terms of a wider International Strategy.</p> <p>VR suggested it might be good to look at re-energising the international strategy following the departure of Harvey Sondh a couple of years ago as she was currently unsure who the primary contact within the Society in this area now was.</p>	

		<p>PB emphasised that the amount done and the positive impact CPA were continually able to make with minimal resources was very significant. He noted that when Assembly had been creating the 2021-2026 Strategy consideration had been given to whether the Society needed a stand-alone International Strategy however it had been agreed by Assembly at that point that there was no need as a number of elements of the individual goals contained in the overall strategy would directly touch on international work. He believed now the Executive team had been re-structured to bring pharmacy and education under one Director it would now be easier to take this forward on the global stage and will therefore be asking NC to take international aspects of all areas under his remit into account. He felt there were definitely areas where RPS and CPA could work in greater collaboration and agreed that RoI wasn't the most appropriate language to use although the annual report had tended to be written from this perspective historically to help Assembly fulfil its fiduciary duty and ensure the funding provided was being used well/appropriately.</p> <p>Members asked how they might be able to be more involved with CPA and VR asked anyone who might be interested to email her outlining areas where their strengths might lie .</p> <p>CA noted she had been approached by members in some countries enquiring about the possibility of BNF app access however KB noted that when the PHP team had looked into this previously countries had reported they would prefer to have paper copies rather than app access.</p>	
<b>Item 10</b> <b>Any Other</b> <b>Business</b>		<p><b>a) Governance Members' Attendance at RPS Conference</b></p> <p>The following items submitted by SB were discussed:</p> <ul style="list-style-type: none"> <li>• To review the role of and support for board members at the RPS conference.</li> <li>• To propose that all board members travel expenses are reimbursed for attending the RPS conference when representing the RPS (not just President, Chair and Vice-Chairs as is the current arrangement)</li> </ul> <p>SB explained that as an Assembly &amp; Board member she had attended the conference as a 'representative of RPS' and had spent significant time on the day speaking to the attendees about the Society. She was, however, aware that a decision had been taken ahead of the conference that travel expenses would only be reimbursed for the Chair/Vice Chair of each Board (or two other 'nominated' members per Board should Chair/Vice Chair not be attending) which she and a number of other Board members felt was iniquitous. She also thought that more formal use could and should have been made of Board and Assembly members during the conference and more support should have been in place to enable them to</p>	

		<p>better engage and interact with members, who they represented yet had no formal opportunity to meet with on the day.</p> <p>TG agreed with the disappointment felt by SB, particularly at a time when the recent Luther Pendragon review had highlighted the degree to which some members felt disconnected from Board Members. She felt BMs could have been better used throughout the programme to chair sessions etc. CW was also surprised at the lack of BMs who attended in person and felt they could all have been made better use of.</p> <p>AC added that the SPB had similarly emailed PB before the conference to express their concern at the lack of funding for more BMs to attend, not least as travel to London from Scotland could be particularly expensive. AT suggested that some EAG members could also have had travel expenses covered as they already gave a considerable amount of unpaid time to the Society.</p> <p>AJ however felt he had attended the conference in a personal capacity and had been happy to speak to individuals once he was there but wouldn't expect to have expenses covered. He did, however, think individuals who had been asked to fulfil a particular role (eg President, session Chairs, speakers etc) should be reimbursed as they were there in a more formal capacity and did have additional responsibilities to fulfil on the day.</p> <p>MA suggested that a paper be brought to the March meeting with a forward plan for the 2023 conference outlining costs in addition to ideas on how BMs could better be used on the day etc that Assembly could then make an informed decision as to whether BM/AM costs would be covered going forward.</p> <p>EJ added that roles at the conference could be incorporated into all three Boards' workplans to enable Board discussion on this, what type of event and involvement BMs might want and how better the Country teams could offer support to facilitate this.</p> <p>PB welcomed the input and passion from members on this item and observed that the first conference held for three years and was arguably the best one yet, with members who were unable to travel being able to attend remotely and still have a great experience. The question was therefore what might be required of AMs/BMs that might make the conference even better next year. He acknowledged there was widespread dissatisfaction among BMs but noted that the conference had been discussed in some detail at Assembly in July following which the team had tried to address the comments made by AMs by, for example, introducing the Zone, the ability to connect with members via the app, names of BMs being made more visible. He noted that a series of communications on expenses had been issued to BMs on reimbursement of expenses well ahead of the conference day although he was aware not all of these may have been received.</p>	
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		<p>PB informed Assembly that the decision not to fund all BMs travel had been his decision and had been taken in part as the conference already runs at a loss, but that he had discussed the matter with the President and agreed that two members per Board should have their expenses reimbursed. He also noted that the event had been online as well which did make it accessible to all elected and other members.</p> <p>He agreed this would need to be looked at again next year and that more creative thinking might be needed to best use the passion of elected members going forward, particularly to increase opportunities to engage with members and for BMs to be able to give a clear indication of what role they would like to have via discussions at Board levels.</p> <p>ACTION – Conference Team/EJ/CM</p>	<p><b>Conf Team/ EJ/CM</b></p>
<p><b>Item 11 Date of Next Meeting</b></p>		<p>The next Assembly meeting will be held on 28<sup>th</sup>/29<sup>th</sup> March and will be entirely on-line.</p>	

**ACTION SHEET – Assembly Meeting 16<sup>th</sup> November**

<b>Item</b>	<b>Action</b>	<b>Who by</b>	<b>When</b>
Item 03a EDI	Membership EDI data collection to be implemented	ADoll	As soon as possible
Item 03b Independent Commission	Additional Assembly session to be arranged for Feb to consider IC recommendations	AD	As soon as possible
Item 05b Recording of Meetings	Recording of open business sessions of governance meetings to be implemented	WT	Next round of Board/Assembly meetings
Item 05c Open/Confidential Business	Amendments to Assembly Standing Orders to be implemented	AD	As soon as possible
	Recommendations for amendments to National Board Standing Orders to be taken to next Board meeting	EJ/CM	Next Board meeting
Item 05d Declaration of Interests	Policy and annual declaration forms to be updated	AD	As soon as possible
Item 05e Charitable Donations	Process for pharmacy charities to apply to be included as an option for donations to be created	RR	As soon as possible
Item 05g FIP	Application to re-join FIP to be submitted	PB	Immediately
	New member terms to be considered by COG	PB/COG	December 2022

**OPEN BUSINESS**

Item 09 Diversity Targets	Report on progress against targets in current I&D strategy to be provided to Assembly	HG	As soon as available
	Revised I&D strategy & targets to be brought back to Assembly for approval	HG	March Assembly mtg
Item 10 Annual Conference	Outline of costings and BM/AM roles to be brought back to Assembly for discussion	EJ/CM/Conf Team	March Assembly mtg

# ROYAL PHARMACEUTICAL SOCIETY

Assembly Meeting 29<sup>th</sup> March 2023      23//03/ASB/02d - Open

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	<a href="mailto:elen.jones@rpharms.com">elen.jones@rpharms.com</a> <a href="mailto:James.Davies@rpharms.com">James.Davies@rpharms.com</a> <a href="mailto:Laura.Wilson@rpharms.com">Laura.Wilson@rpharms.com</a>
Purpose of item	To update Assembly on the work of the National Boards for the period October 2022 to March 2023
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 have developed and published a policy on Protected Learning Time (PLT)
- We are planning to host a Workforce Wellbeing (WWB) Roundtable in quarter 2 which will build on PLT and other WWB priorities.
- Workforce wellbeing survey completed and published
- We have published our [health inequalities](#) paper for GB that was developed through stakeholder engagement and sessions planned at the annual conference to get member input.
- We continue to work on environmental sustainability, promoting our [Climate Change Charter and sustainability policies](#).
- We have published our [Strengthening Pharmacy Governance](#) (supervision) policy position statement. We are actively engaging with other pharmacy bodies on this issue as well as DoH and GPhC.
- “Be Kind” Campaign in December. This was a cross country campaign that pulled together the three country teams to ensure that there was a clear narrative that was embraced by country specific leaders. This is now being further promoted by the CPhO in England.

## Activity in England

- In December, we [published](#) a **Vision for Pharmacy Professional Practice**, in partnership with The King’s Fund, which outlines key ambitions for the future of pharmacy in England over the next decade. The Vision was developed through extensive consultation with pharmacists, pharmacy technicians, patients and the wider healthcare system. A virtual launch event was attended by a range of stakeholders and members, with speakers including from The King’s Fund and the RPS, members of the project advisory group and pharmacy leaders, and the CPhO for England.
- The RPS coordinated a [joint letter](#) signed by representatives from 14 pharmacy organisations which warned the Government about a lack of engagement with stakeholders around the development of its **long-term workforce plan in England**. NHS England subsequently convened a stakeholder meeting on 24 January, including representatives from the NHS, community pharmacy employers, unions and professional bodies.
- The RPS continues to support the work of the **Pharmacy APPG** in Parliament, including at a briefing session for MPs and Peers convened by the APPG’s new Chair in November.
- In January, we attended the launch of an APPG [report](#) on “The future of pharmacy”, which makes a number of recommendations including around



the role of pharmacy teams to support patient care, workforce, pharmacist independent prescribing, and community pharmacy funding.

### **Activity in Scotland**

- In October, we co-hosted a round table with General Pharmaceutical Council on sharing patient data. In November, we published the [outcomes](#).
- In October, we held a round table on disability in pharmacy in Scottish Parliament. This was chaired by Jeremy Balfour MSP, Convener of Cross-Party Group on Disability. In November we [published the outcomes](#) from the round table:
- In November we celebrated new RPS Fellows, newly credentialed consultant pharmacists and newly qualified pharmacists at our celebration and networking evening at our 'Home for pharmacy' on Melville Street.
- In January we published a [joint statement](#) with BMA Scotland, calling for improvements to the pharmacotherapy service in Scotland:
- In January we attended a Scottish Parliamentary Reception to mark the publication of the Health Foundation's report into Health Inequalities, and promoted our own position paper on pharmacy's role in reducing health inequalities amongst attendees.
- In January we briefed MSPs on our policy on pharmacy's role in improving care, reducing harm and preventing death in people who use drugs ahead of a Scottish Government debate on the Drug Death Taskforce Report.
- In February we presented at the Cross Party Group for Disability in the Scottish Parliament on our disability in pharmacy campaign.
- In February we discussed sustainable prescribing on a podcast with Jason Leitch, Scotland's National Clinical Director.
- In February we hosted a multidisciplinary Primary Care Clinical Professions Group collaborative Meeting at Royal Pharmaceutical Society's home in Edinburgh.

### **Activity in Wales**

- In October we led the launch of the 2025 Goals for *Pharmacy: Delivering a Healthier Wales*. The launch benefited from presentations from the Minister and the CPhO, and other senior leaders from Wales. We also heard from pharmacy colleagues that have been implementing the vision with innovative projects that have gained seed funding from the PDaHW programme.
- We also published promotional articles about the vision pharmacists via the Welsh Pharmacy Review and to the public via the Western Mail newspaper.
- We engaged with Members of the Senedd from every political party in October when we led a promotional session on the new 2025 goals.

- We held an event in association with the ABPI in October to talk to Members of the Senedd about the action taken by pharmacists to make [medicines use more sustainable](#):
- We met with Members of the Senedd in November along with 10 other Royal Colleges and professional bodies to call for the [urgent transformation of mental health services](#) to address increasing demands on NHS Wales:
- We met with RCGP colleagues in November at the launch of their campaign on 'relationship based care' and discussed the important role of GP pharmacist prescribers with key stakeholders that the event.
- We held the first all Wales medicines safety symposium since the pandemic in December, leading the agenda for Wales in association with the [All Wales Medicines Safety Network](#):
- We have been commissioned by Welsh Government to conduct an independent review into clinical hospital pharmacy services in Wales, the review commenced at the end of November 2022 and will be publishing results in spring 2023. We have engaged extensively with hospital colleagues, over 850 interactions via workshops, focus groups, good practice examples shares and survey responses.
- We held another drop in at the session to brief 30 members and researchers on the benefits of IP pharmacists and the support they need.

### **Consultations**

- During the period October 2023 to February 2023, we have responded to 14 consultations, these consultations and the policy points for each consultation can also be found on our website [here](#).

Thorrún Govind, Chair, English Pharmacy Board  
Andrew Carruthers, Chair, Scottish Pharmacy Board  
Cheryl Way, Chair, Welsh Pharmacy Board

**Claire Anderson - President's report : December 2022 – March 2023**

**External events**

I attended meetings of the Commission and Commission working group.

Paul Bennett and I have had regular meetings with the Chief Pharmacist David Webb. We also meet regularly with Mark Lyonette (CEO) and Andrew Lane (Chair) from NPA. We also met with representatives of AMRC and the CEO of the Patient's Association.

I have attended a number of meetings of the Pharmacy Supervision Practice Group.

I met Gisela Abas Chair of GPhC.

I met Sarah Crawford President of RCP.

I attended the Pharmacy Research Incubator task and finish group and helped to submit our application to host it.

I attended the Applied Microbiology International roundtable discussion on "Tackling Antimicrobial Resistance 2019-2024 and awards dinner at the Science Museum.

I attended the C and D awards dinner.

I spoke about pharmacy in the UK at the Cyprus pharmacy conference.

I attended a workshop on the NIHR SACHA study, and it's launch at the APPG on Sexual and reproductive Health.

I attended the MHRA pregnancy and breastfeeding group.

**Internal meetings and events**

Internal meetings have included board meetings including joint meetings and EPB. 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 attended HEAG and IPAG.

I went to the Edinburgh office for the RPS Scotland new member's and fellow's event. I presented fellowship certificates.

I attended the Vison advisory group for England and the vision launch event online.

I was on the panel for the Director Scotland interviews.

I have regular meetings with Paul Bennett and the three country directors. Elen Jones also regularly briefs me on the Sustainability work. I have meetings with the Chief scientist.

I have tried to attend RPS webinars and focus groups wherever possible including those on ABCD, wellbeing, workforce and the England vision.

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## RPS Education & Standards Committee meeting report

**Monday, 6<sup>th</sup> February 2023, 14:00 – 16:00**

**Venue:** Zoom platform

Attended	Apologies
<u>ESC Board members:</u>	Philip Newland-Jones (PNJ)
Anthony Cox (AC) - Chair	Charlotte Richardson (CR)
Ruth Edwards (RE)	Ramandeep Sandhu (RSa)
Fiona Hughes (FH)	Alykhan Kassam (AK)
Sally Lau (SL)	Amareen Kamboh (AK)
Debra Roberts (DR)	Claire Anderson (CA)
Matthew Shaw (MS)	Paul Bennett (PB)
Raminder Sihota (RS)	
Heather Smith (HS)	
Lynne Smith (LS)	
Anne Watson (AW)	
<u>RPS Staff members:</u>	
Neville Carter (NC)	
Anna Domin (AD)	
Patsy Edwards (PE)	
Joseph Oakley (JO)	

## **1. Introductions and welcome. Review of previous meeting notes & actions.**

AC welcomed all members and acknowledged apologies. It was noted a few members had to send apologies last minute due to emergency clinic covers caused by the nurse strike action.

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

## **2. RPS credentialing activity**

Paper summarising the advanced & consultant assessment and credentialing data for the preceding assessment window had been shared with ESC ahead of the meeting.

The ESC were asked to review the RPS faculty, consultant pharmacist credentialing, and consultant pharmacist post assessments carried out in this reporting window.

JO highlighted key points in the report:

- small Faculty numbers are going through as demand declines
- noted post approval uplift
- struggle to meet deadlines to process post approvals due to availability of post reviewers
- a proposal of review of the post approval process will be discussed in the business plan update presented at the next meeting
- Consultant pharmacist credentialing pass rate improved for resubmission candidates
- noted a dip in pass rate for person-centred care & collaboration domain
- there were 23 portfolios in the assessment diet at the end 2022 which was far more than projected, posing an operational challenge
- 1 appeal which is currently under review therefore can't be discussed in detail, however it involves alleged erroneous assumptions by the assessors regarding the nature of candidate's role
- 1 complaint around the assessment process, candidate shared their feedback that they did not believe the assessment process was transparent. They also shared that they believed the feedback they received was neither constructive nor clear. Conversation arranged with A&C Lead and candidate to discuss complaint. A complaint report will be drafted.

Following questions from ESC were noted:

- The complainant mentioned the assessment wasn't transparent. What was their perception on that?  
JO: The candidate had concerns about the objectivity of those assessing them although RPS does not release assessor identifying data to candidates. We are starting to see a dissonance within our workforce and employers about what the credentialing is about.
- Have we reflected and has anyone reviewed the feedback?  
JO: our feedback is evidence based, compiled by the CPCC chair, internally quality controlled and ratified by the Chair and Vice Chair of APAP prior to release. In line with our quality standards, we believe our feedback to be objective, clearly stating any reasons for the standard not being met and the steps that need to be taken to address this. There is a dissonance on how our feedback is being received though by candidates which we need to better understand. A feedback form has been designed to seek candidate feedback on the feedback they received. Should you add FAQs about misunderstanding to show transparency?  
JO: we hope the annual credentialing report will help address this.  
MS and AW both shared their similar experiences with candidates receiving developmental feedback. HS noted that there is perhaps more the RPS and this committee could do with strengthening the comms around credentialing. JO affirmed that there is currently lots of misunderstanding in the system about the RPS's role in credentialing. He clarified that the RPS is not resourced to support the entire UK workforce to meet its standards. Indeed, nor would it be appropriate for the RPS to be coaching individuals to pass its own milestone assessments.

### 3. RPS annual credentialing report (2022)

The final draft of RPS annual credentialing summary report 2022 (following APAP review) had been shared ahead of the meeting. ESC were asked to review and approve the draft report for external publication and sharing with key external stakeholders.

JO provided some background on the document which was put on hold last year due to lack of sufficient data. The presented draft has gone via APAP who reviewed it and gave constructive feedback.

Following comments from ESC were noted:

- Is there any risk in listing one person with a disability? Members noted the need to be careful particularly around the issues about protected characteristics reporting and reporting data that could be considered sensitive or identifiable.
- The committee agreed that this should be removed from the published report.
- The qualitative feedback table could be extracted and put into more friendly format that goes with the application process.
- The feedback sections are really useful
- The qualitative feedback provided for each of the domains is definitely very helpful. In the generic feedback about candidates, will candidates understand what a broad range of supervised learning means?
- Regarding the support from expert mentors and coaches, would some be disadvantaged by the fact they're not surrounded by mentors or coaches?  
JO: there is inequity in support structures across the UK. It's in our workplan but we have limited resource to train expert mentors and it's not a core part of the RPS remit.
- What does the data tell us regarding disability? Without knowing enough about the pool of candidates it's not particularly useful.
- Suggestion to include a "Top Tip" sheet
- Suggestion to take this to share this report with the CPhOs to show them graphically the differences across the UK and the need for a stronger support network.
- Can you present this report at conferences e.g. Pharmacy Education Conference? CPC? Pharmacy Show?  
JO: Yes, we can.

Action: It was agreed the single reported disabled candidate reporting would be removed. Extracting the Top Tips section for candidates would also be appreciated.

### 4. RPS credentialing member affixes for grandparented individuals

A paper providing an options analysis of the benefits and risks of grandparented individuals being eligible to automatically use the RPS member credentialing affixes had been circulated prior to the meeting. ESC were asked to discuss it and make a decision.

JO reiterated there is currently only formal grandparenting arrangements in place for the consultant level of practice. However, ESC should consider the overarching principles of the paper so that any decision can be applied to other levels of post-registration practice if/when other grandparenting arrangements are suggested.

Details about the nature of legacy consultant pharmacist postholders were noted as below:

The NHS Consultant Pharmacist guidance 2020 states:

*To be appointed to a consultant post an individual must be: Credentialed at consultant pharmacist level by the independent panel responsible for credentialing\* or A Legacy post-holder having been appointed to an approved consultant pharmacist post prior to publication of this guidance*

It was noted one such individual has been successfully credentialed to date with a number in the process of building their portfolios. RPS has received a query from one such legacy consultant

pharmacist member asking if they are eligible to use the MRPharmS (Consultant) / FRPharmS (Consultant) affix.

Should RPS members, who are part of the legacy workforce with formally recognised grandparenting rights for a level of post-registration practice be eligible to use the relevant modified RPS membership affix without undergoing the associated RPS credentialing assessment?

We are planning to set up a directory of Consultant Pharmacists credentialled by RPS and if agreed on grandparenting the affix, those people would be on it.

HS noted a declaration of interest for this item and did not participate in the discussion or vote.

ESC commented:

- We set a standard for the consultants who get the affix therefore giving it to those who haven't gone through this assessment process would devalue it.
- Effectively the credential and affix demonstrate that the RPS has assessed you
- It might have to be reviewed as the regulator would be the driver for the change.
- We have set a standard and if you want to be recognised that's the process you need to go through.
- Nobody is stopping legacy consultant pharmacists from going through the process to demonstrate that they are still current and practising at the required standard
- There wouldn't be a way to differentiate if an affix is a legacy one or a credentialled one.
- There would need to be a lot of PR needed to explain which each consultant pharmacist means.
- Are we asking the wrong question? How do we recognise those who can't use the letters but are excellent consultant pharmacists helping those who are being credentialled. Is there an alternative mechanism

Following a majority vote, it was agreed by the ESC not to allow the use of credentialing affixes for grandparented individuals.

## **5. Update on Centre of Advancing Practice (CAP) pathway for pharmacists**

JO provided an oral update to ESC on progress with the Centre of Advancing Practice (CAP) procurement and equivalence recognition of the RPS Core Advanced curriculum/credential in England.

ESC were asked to discuss next steps with placing advanced and consultant pharmacist credentialing within the wider MDT space.

It was noted the CAP is being established to set a multi professional definition of advanced practice. It redesigned core advance curriculum that met all in the professional space. It unlocked the pathway for pharmacists in England where, instead of having to go to university to do the Advanced Clinical Master's degree, an individual would be given an option to follow an e-portfolio supported route in collaboration with RPS/CPPE. They'd be assigned a supervisor from CPPE trained by RPS with the establishment of cohorts with peer review capability. They would then be put forward for assessment following a robust learning need analysis and learning plan developed with their educational supervisor. They would get a funded assessment from HEE and if successful, awarded dual badge of MPharmS Advance and ACP badge from HEE.

It was noted that pharmacy is the only profession that is allowed to be doing this. We are at the end of contracting phase and there will be a formal announcement going out with 300 places available of this funded pathway over the next 2 years. JO highlighted that if an individual does the core advanced credential, but not through this pathway, HEE will not award them their digital badge.

One comment from AW was noted, as she would follow up with the team how this can be applied to Scotland.



## 6. External stakeholder management and updates + IC report publication.

JO provided a brief update the ESC on a recent meeting with Pharmacy Schools Council about future ways of working. They were asked to discuss approach to strategic management of key external educational stakeholders and ESC members' role in this.

RE being a PhSC representative on the Assembly noted it was helpful to understand the future ways of working. Agreeing formalising approach to external stakeholder was the output from the PhSC meeting. There will be a follow up meeting at the PhSC, and they will reach out back to RPS.

Separately JO raised the UK Independent Commission report published that morning contains important information related to the ESC going forward. Our key messages:

- a) We recognise that pharmacy professional leadership would be strengthened by greater collaboration and inclusivity. Our commitment is to work collaboratively with our members, the wider pharmacy community, and the Chief Pharmaceutical Officers to deliver the professional leadership our great profession deserves.
- b) Our priority now is to listen to our members and to pharmacy organisations and to understand everyone's views on the findings and recommendations.
- c) There will be an additional Assembly meeting on the 20<sup>th</sup> of February where we will present collated feedback as we consider our response and next steps.
- d) Members can share any views via the support team on 0207 572 2737 or email [support@rpharms.com](mailto:support@rpharms.com)

NC added we want to get to the same end point – improved and strong professional leadership for pharmacy in the best interests of patients. Routes taken and timelines (suggested 3-5 years) will be considered by the RPS Assembly. NC noted that not all our stakeholder relationships are in the state we would want them to be, this gives us an opportunity to reengage with some of these partners.

It was noted ESC are very much welcome to share their views on the report, especially on the E&T section via email [research@rpharms.com](mailto:research@rpharms.com)

ESC commented:

- What commitment is being made from the other side? What are the CPhOs promising to do differently that will bring the change?  
NC: it's not clear to us.
- Funding for the council (without extra cost burden on the members of the PLBs) where does it come from? Could that money be spent on commissioning services rather than paying for the council?  
NC: CPhOs are talking about some resources available, These are questions we need to get clarity on. There are some elements that are lacking at this stage.  
HS: The federated model has been chosen as the only thing that can bring people together quickly. It's been a pragmatic decision.

## 7. Member terms update and committee recruitment needs

ESC were asked to review current members' terms of office and agree approach for committee recruitment to fill vacancies. It was decided to allow for staggered membership the Chair will approach individuals by email asking if they wish to continue on the ESC first, then approach those who do regarding the length of their proposed time of the second term (1, 2 or 3 years).

## 8. AOB

2023 meeting dates and agreement of 2023 in-person meeting date.

Following a discussion, it was agreed ESC would meet in person for the second meeting scheduled for 11.00am on 24<sup>th</sup> May in the London office with lunch provided and a drinks reception 5-7pm on the same day. JO would follow up with details post meeting.

## **Education & Standards Committee (ESC)**

### **Terms of reference**

#### **Purpose**

- To be informed and to advise the RPS Education and Professional Development Directorate, and thereby make recommendations to RPS Assembly, in relation to the RPS Education and Workforce strategy
- To provide strategic and expert advice relating to education and workforce development across GB and as part of the RPS role internationally.
- To fulfil the role of overarching quality assurance for all RPS assessments and credentialing activity, specifically to approve RPS frameworks, curricula and assessment regulations and processes.

#### **Main functions**

To draw on the expertise of its members, singularly and collectively, to provide the following:

- Draw on evidence to support the RPS national boards and Assembly on matters relating to education and workforce development
- Provide expertise to help create coherent professional responses to emergent workforce and education issues across England, Scotland and Wales.
- Support the ongoing work of the RPS in education and professional development including the development, implementation and dissemination of curricula, credentialing and assessments at foundation, advanced and consultant level practice
- Approve RPS educational frameworks, curricula and syllabi
- Approve RPS assessment regulations
- Ratify Foundation Pharmacist Assessment Panel and Advanced Pharmacist Assessment Panel assessment decisions
- Maintain oversight of the academic and operational quality of RPS assessment activities
- Communicate the work of the committee to internal and external stakeholders.
- Lead and encourage membership of the RPS across pharmacists and pharmaceutical scientists involved in education and training
- Work with other organisations

#### **Member specifications**

- Membership of the ESC is based on an individual's own professional experience rather than them acting as a representative of another group or their organisation.
- The committee will be constituted to ensure that individual members have a wide breadth of relevant experience to carry out its functions.
- RPS has ultimate responsibility for the constitution of the group.

- The group will comprise a maximum of 15 members and should ideally reflect the breadth of pharmacy workforce development, including the learner voice.
- The RPS President will be invited to attend as an observer on behalf of the National Boards and the report of each meeting will be shared with the Boards regularly to provide opportunity to discuss any issues.
- There will be a standing invitation to RPS Chief Executive Officer.
- The Chair of the RPS Science and Research Committee will be invited to attend as an ex officio.
- 

**Expert members** of the group will:

- Be nationally and possibly internationally recognised as an expert in education and/ or workforce development
- Possess current knowledge and expertise in a relevant area of education encompassing undergraduate, pre-registration and postgraduate **and/or** have an excellent understanding of best practice in the assessment of healthcare professionals
- Have a high level of involvement in institutional roles and professional organisations.
- Have a high professional standing and reputation

**All members** of the group will:

- Demonstrate leadership and management skills commensurate with their role
- Be a member of the RPS (where eligible)
- Conform to the RPS code of conduct for members of governance bodies
- Declare any conflicts of interest, and to act in an open and transparent manner without undue influence.
- Not be an elected member of RPS National Boards (with the exception of the observers outlined above)

Ideally, the group will have representation from across the sectors of pharmacy practice and the three nations of Great Britain.

Membership type	Membership
Expertise in <b>teaching and learning</b>	2
Expertise in <b>workforce development</b>	2
Expertise in <b>assessment of healthcare professionals</b>	2
Lay/patient representative	1
Pharmacists in practice representatives <ul style="list-style-type: none"> <li>- Initial Education and Training or first 5 years qualified (x1)</li> <li>- Post-Foundation or advanced level (x1)</li> <li>- Consultant level (x1)</li> </ul>	3

## Governance and Reporting

The Committee reports to the RPS Assembly. It also works closely with the RPS National Boards. There are interdependencies and cross fertilisation across a range of RPS Committees and Advisory Groups. The ESC will inform and be informed by the Science and Research Committee, Hospital Expert Advisory Group and Early Careers Pharmacists Advisory Group. To enable the Committee to undertake its curriculum and assessment quality assurance role, it will have oversight of a number of assessment panels, namely:

- **Assessment Regulatory Committee** – an arm's-length panel designed to manage escalated appeals, complaints, allegations of misconduct and reasonable adjustment requests
- **Foundation Pharmacist Assessment Panel** – the assessment panel for RPS Foundation-level assessment and credentialing activity
- **Advanced Pharmacist Assessment Panel** - the assessment panel for RPS Advanced-level and Consultant-level assessment and credentialing activity

## Time demands / Ways of working

- The group will typically meet formally face-to-face a maximum of three times a year. Additional meetings where required can be conducted via webinar.
- Members will be expected to attend all meetings
- The majority of interactions will be virtual, by email or through the online networks.
- Members will declare any interests that may be a conflict to the work underway.
- The RPS staff lead is responsible for reporting the activities and deliverables of the group to the three National Boards and the Assembly

## Quorum

- The group membership must be 50% + 1 to be quorate

## Decision making

- Decision making should ideally be reached via consensus

## Confidentiality

Meetings of the Committee are open to the public but may be closed to protect confidential information.

Examples of confidential matters include (but are not limited to):

- Considerations that may lead to public identification of individuals or disclosure of confidential information about them
- Considerations that may reveal proprietary information or intellectual property
- Considerations that may reveal information about research prior to publication

For closed parts of the meeting, members of the group will treat information they receive as confidential. Members of the groups will also have a duty to protect other confidential and/or

sensitive information relating to the work of the RPS and this advisory group. Information will not be disclosed until it has been agreed by the RPS as appropriate for public circulation.

### Terms of Office

- The term for members to sit on the Education and Standards Committee is three years with a second term possible in order to stagger turnover of membership.
- Previous membership of the group will not prevent reapplication at a later date. There should be a full-term gap of three years prior to reapplication.
- It is expected if a member no longer meets the member specification, e.g. their role changes, that they would step down. In case of retirement, members may remain on the group for an additional year.
- Recruitment will be carried out using an open and transparent application process

### Chair

The position of Chairperson is held for a period of three years. The appointment of the Chair will follow an open and transparent process led by RPS personnel and involving Committee members. A member applying for Chair should declare any actual or potential conflicts of interest. It is widely accepted that professional experts will be asked to sit on various committees and groups nationally and internationally and that such external recognition would not preclude appointment to Chair of the Education and Standards Committee.

### Other

#### RPS Staff Support

Appropriate RPS staff will attend meetings to support the work of the ESC, including:

- Chief Education and Membership Officer
- Head of Assessment & Credentialing
- Head of Education
- Head of Professional Development

### Reimbursement

Reasonable travel expenses in line with the RPS expenses policy will be reimbursed for attendance of this committee.

## Appendix 1 Membership of the group

No.	Title	Name	Surname	Role/Affiliation	Representative area
1.	Dr	Anthony	Cox	Senior Lecturer in Clinical Pharmacy and Drug Safety , University of Birmingham	Assessment
2.	Dr	Ruth	Edwards	Head of Professional Experience, Aston University	Teaching & Learning
3.	Dr	Fiona	Hughes	Project Manager for Integrated Clinical Development, NICPLD	Workforce
4.	Mrs	Amareen	Kamboh	Education and Training Lead Pharmacist, Royal Hampshire County Hospital	Advanced Practice
5.	Mr	Alykhan	Kassam	Pre-Foundation/Early Careers pharmacist representative	Early Careers / Assessment
6.	Mrs	Sally	Lau	Practice Clinical Pharmacist/ CQC advisor	Advanced Practice
7.	Mr	Philip	Newland-Jones	Consultant Pharmacist Diabetes and Endocrinology, University Hospital NHS Foundation Trust	Advanced Practice
8.	Dr	Charlotte	Richardson	Pre-Foundation/Early Careers pharmacist representative	Early Careers / Teaching & Learning
9.	Ms	Debra	Roberts	Associate Pharmacy Dean, Advanced Practice, HEIW	Teaching & Learning
10.	Ms	Ramandeep	Sandhu	Head of Pharmacy, SDSmyhealthcare GP Federation West Heath Medical Centre	Assessment
11.	Mr	Mathew	Shaw	Director, CPPE	Teaching & Learning
12.	Ms	Raminder	Sihota	Senior Professional Standards Manager, Boots	Workforce
13.	Mrs	Heather	Smith	Consultant Pharmacist, Older People , Leeds Teaching Hospital	Consultant
14.	Ms	Lynne	Smith	Lay member	Lay representative
15.	Prof	Anne	Watson	Postgraduate Pharmacy Dean, NES	Workforce
16.	Mr	Joseph	Oakley	Associate Director of Education & Professional Development (interim)	RPS

Updated February 2023

## **Agenda for RPS Science and Research Committee**

**Tuesday 7<sup>th</sup> February 10am – 12noon**

Held via [Zoom](#) platform

**Present:**

SRC Members:

Barrie Kellam (BK), Christine Bond (CB), Andy Fox (AF), Elspeth Gray (EG), Amira Guirguis (AG), Mike Hannay (MH), Gill Hawksworth (GH), Richard Guy (RG), Andrew Teasdale (AT), Simon White (SW),

Invited guests:

Anthony Cox (AC)

RPS Staff:

Paul Bennett (PB), James Davies (JD), Anna Domin (AD), Lauren Ross (LR)

**Apologies:**

Duncan Craig, Oisin Kavanagh, Yogini Jani, Cathy Edgeworth, Jayne Lawrence, Neville Carter (NC), Parastou Donyai (PD), Claire Anderson (CA)

No new Declarations of Interests were noted for the meeting.

### **1: Recognition**

Title	Item 1. Introductions, apologies, declarations of interest and Developments (Chair)	Time of item: 10:00
Description	Introduction to the meeting and matters arising/developments since the last meeting	
Purpose	To review significant developments since the last meeting	
Outcomes	Minutes from the previous meeting were accepted as true record of the meeting. No matters arising were notes from the last meeting that would not be covered by the items on the agenda.	

### **2: Relevance**

Title	Item 2. SRC Work Priorities (Chair)	Time of item: 10:05
Description	SRC to discuss work priority areas for the year: <ul style="list-style-type: none"><li>• New medicines, better medicines – Position paper update</li><li>• Medicines reuse – Position paper</li><li>• Online access to medicines and risks and dangers associated with it – Position paper, 2 x Campaigns</li><li>• Chemical (and physical) stability of medicines – Paper in relation to the <a href="#">PJ</a> article</li></ul>	
Purpose	To agree priority projects for delivery in 2023 and beyond	



Outcomes	<p>The key work priority areas have been discussed by Barrie with Parastou ahead of the meeting following the input from the SRC members. The key overarching priorities were highlighted as per below:</p> <ol style="list-style-type: none"> <li>1. Update the excellent <b>New medicines, better medicines</b> document to include all of sciences relevant to pharmacy with a view to curriculum needs.</li> <li>2. <b>Drug Shortages and Sustainability</b> was agreed as a key area to address, e.g., the science of supply chains</li> <li>3. Risks associated with accessing <b>medicines via online</b> sources, including some legitimate pharmacies - <b>Position paper</b></li> <li>4. Pharmacogenomics – initially suggested there isn't enough that can be done in this area at the moment, but discussions quickly concluded that this had to be a key priority area for the committee.</li> <li>5. <b>Environmental Harm</b> from medicines manufacture and/or distribution.</li> </ol> <p>It was confirmed once the key areas were agreed, BK and PD would write to the past Short Life Working Groups with official thank you and offer to continue work on the newly agreed priorities.</p> <p>Following an engaging discussion with the SRC it was agreed that BK would amend the priorities document accordingly and share it together with the assigned subgroup members and leads to each area, as well as realistically achievable deliverables.</p>
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Title	Item 3. Terms of Reference (Chair)	Time of item: 10:55
Description	Update of Terms of Reference for the committee	
Purpose	To finalise and approve ToR document	
Outcomes	<p>Following discussion on ToR with the SRC it was decided to make the following amendments:</p> <ul style="list-style-type: none"> <li>• Deliverable no. 13 – add “including collaboration with and supporting of the work of Pharmaceutical Press team.”</li> <li>• Deliverable no. 17 – expand by adding “planning and curating relevant conferences which maintain relevance to current and future subject matter”</li> <li>• Update the constitution of the group for the ESC chair to attend the SRC meetings as an ex officio and propose for it to be reciprocal for the SRC chair on the ESC</li> <li>• Reporting diagram to be updated with relevant version following the restructure.</li> </ul> <p>Updates made to the document will be shared post meeting by BK, so then the document can be taken by PB to the March Assembly meeting to be ratified.</p>	

Title	Item 4. SRC Membership (Chair)	Time of item: 11:15
Description	Discussion around SRC membership and terms of office	
Purpose	To finalise and approve	
Outcomes	<p>SRC membership was discussed as the opportunity to introduce step changing proposal of extending the number of currently sitting members.</p> <p>It was agreed BK would be having individual conversations with SRC members outside of the meeting to determine their desire to continue their term of office (for 1, 2 or 3 more years) or step down all together.</p>	

Title	Item 5. NIHR incubator application (Christine Bond)	Time of item: 11:30
Description	Update on the submission made to NIHR	
Purpose	For information	
Outcomes	<p>CB provided an update on the NIHR incubator application presenting slides to the SRC.</p> <p>Key points were noted:</p> <ul style="list-style-type: none"> <li>• Background on the initiative: In 2016 NIHR undertook review of training and following from that created Incubator to help develop academic research capacity for different groups.</li> <li>• Current Incubators</li> <li>• Details of the Incubator competition 2022</li> <li>• Evidence for the lack of research in pharmacy (2014 – 2021)</li> <li>• Clinical Academic Career Pathways in Pharmacy - Short Life Working Group</li> <li>• Links to RPS Curricula and Research support resources</li> <li>• Key applicants including RPS and their aims and objectives including how the Incubator would enable equality, diversity and inclusion.</li> </ul> <p>When the Incubator was announced RPS could see this as a fantastic opportunity for pharmacy and put in a bid on 31<sup>st</sup> December but won't hear until May if we were successful. There were 2 other pharmacy groups who also applied. Which would be beneficial for the profession.</p> <p>Bid is worth £30k a year for 3 years which would provide funding for administrator to bring it all together.</p> <p>SRC comments were noted:</p> <ul style="list-style-type: none"> <li>• It seems there needs to be an imaginative way by which RPS and all Schools of pharmacy join up around this initiative.</li> <li>• The timing is right as well with all Schools of pharmacy need to offer back the skills around the research to the clinical world.</li> <li>• We need to engage with PhSC around this and Katie Maddox from PhSC has been involved in this bid.</li> </ul> <p>SRC congratulated on this excellent piece of work and expressed immense thanks to Christine and Parastou. It was noted Natasha Callendar also deserved to be credited for all her work contribution to the bid.</p> <p>CB highlighted the report on the survey will be presented to the CPhOs next week and if supported we hope to share it wider.</p> <p>If not successful, the group who put the bid together would hope to continue to work with the successful recipient as it is a great opportunity to galvanise the partnership with HEIs around the research agenda.</p>	

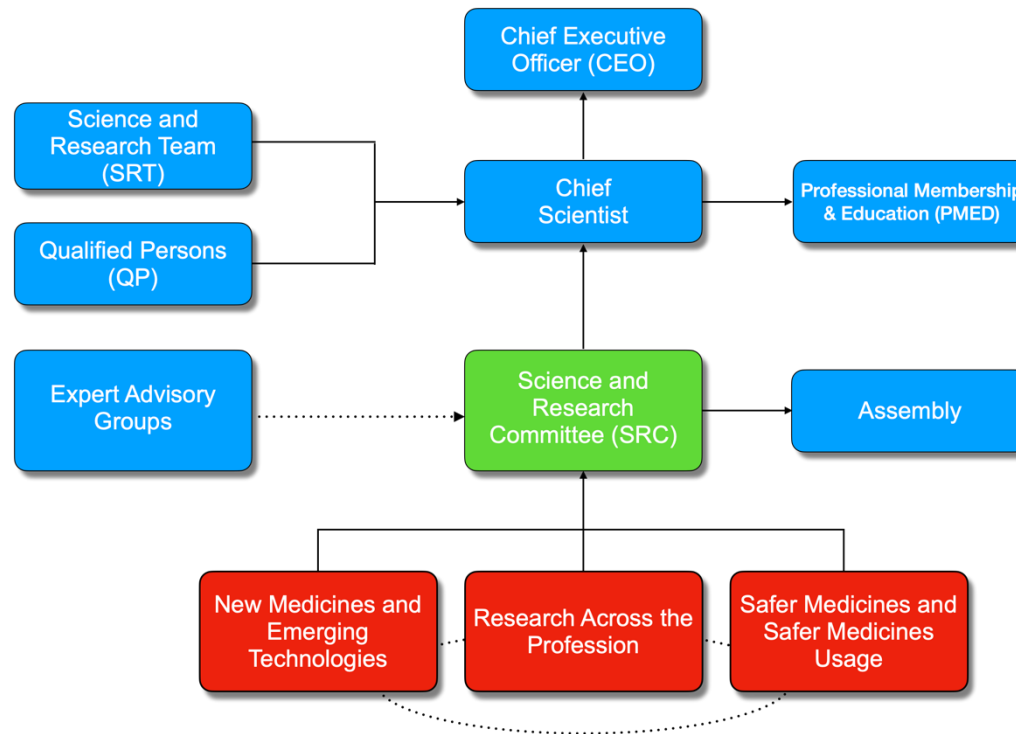
### 3: Any Other Business

Title	AOB	Time of item: 11:45
Description	Any other business beyond the agenda for wider discussion	
Purpose	An opportunity for SRC members to raise items for discussion not included in the agenda.	
Outcomes	<p>1) LR: Harrison Award:</p> <ul style="list-style-type: none"> <li>- Call for next nominations for the Harrison award opens in April.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Opera awards nominations made team realised the transparency of the Harrison awards isn't too clear therefore it was suggested to make it clearer on the RPS website page.</li> <li>- It was agreed to discuss self-nominations in the criteria with Parastou outside the meeting.</li> </ul> <p>2) AF: Provided update on the medication safety work stream and work with Beth in the Education team. It is a joint work with Royal Colleges on series of webinars this year around Human Factors. More information to come in due course.</p> <p>3) GH: Noted at the careers fair she was asked for information on Industrial pharmacy, which she found lack of on RPS website and didn't know if any leaflets were available. She wasn't sure where to point the students.</p> <p><b>Action:</b> Neville to reach out to Gill on how it fits with his membership proposition work.</p> <p>4) SW enquired if there are any plans for RPS conference this year. It was to be discussed with Parastou when she's back. SW tentatively agreed to chair the abstracts section.</p> <p>PB added that Neville is working on a 5-year planning model for conferences as direction of travel. CB commented on how well the hybrid model worked previously particularly in line with travel and sustainability.</p> <p><b>Meeting close at 12:06</b></p>
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## Science & Research Committee Priorities for Initial Short-Life Working Groups

The new ToR for the RPS Science & Research Committee were agreed at the meeting on 7 February 2023. The role of the SRC and its place within the RPS are illustrated in the figure below.



To ensure the SRC can perform its role in advising the RPS Assembly on pharmaceutical science and research relevant to pharmacy, support the overall direction and development of the RPS Science and Research Strategy and lead on developing thought leadership papers to inform the profession and the RPS National Boards about science in relation to policy development, we have created a framework of 3 key thematic areas to underpin the short to medium-term basis for our work; (i) New Medicines and Emerging Technologies, (ii) Research Across the Profession and (iii) Safer Medicines and Safer Medicines Usage.

Following discussions at the meeting of the 07/02/23, the table below highlights & summarises the initial short life working groups (SLWGs) that the SRC identified as key to pursuing under the newly established ToR.

Brief description of issue / impetus to prioritise	Who has identified this as a potential priority	Who within the RPS or affiliated networks is working in this area / might have expertise to lend	Suggested output (e.g., Policy; campaign; guidance; event; webinars; toolkit; research paper; position paper)	Please indicate your interest in working in this area by joining a SLWG
<b>New Medicines, Better Medicines</b>	SRC highlighted the need to update the 'New Medicines, Better Medicines' position paper (now a decade old)	<ul style="list-style-type: none"> <li>SRC Members</li> <li>JPAG</li> </ul>	<b>Paper:</b> New Medicines, Better Medicine	
<b>Pharmacogenomics</b>	SRC highlighted the need to support this critically important area of development within the profession	<ul style="list-style-type: none"> <li>SRC Members</li> <li>Sophie Harding</li> <li>IPAG</li> <li>AmEAG</li> <li>Director of England</li> </ul>	Representation on relevant genomics committees <b>Education &amp; Training</b> <b>Position statement</b> around the consumer testing via pharmacies; equity of access and false positive results	
<b>Medicines via online sources</b> (including some legitimate pharmacies)	Dangers include receiving fake medicines; self-diagnosis; misuse of medicines; records not linked with GP/NHS (no real ID needed); form filling falsification	<ul style="list-style-type: none"> <li>SRC members</li> <li>JPAG</li> <li>IPAG</li> <li>AmEAG (antimicrobials)</li> <li>PJ – TikTok investigation</li> </ul>	<b>Campaign</b> to raise public awareness of dangers. <b>Campaign</b> to ask that internet providers ban access to illegal pharmacies/medicines sales <b>Position Paper</b>	
<b>Drug shortages &amp; Sustainability</b> – what are the root causes and what should be done e.g., science of supply chains	Highlighted by IPAG	<ul style="list-style-type: none"> <li>SRC</li> <li>IPAG</li> </ul>	<b>Campaign</b>	
<b>Environmental Harm</b> from medicines manufacture and/or distribution	SRC and policy teams have flagged up the need to highlight the specific harm from medicines manufacture and distribution	<ul style="list-style-type: none"> <li>PharmacyDeclares</li> <li>Laura Wilson, Iwan Hughes</li> <li>AmEAG</li> <li>ABPI/IPAG/JPAG</li> </ul>	<b>Policy</b> calling for action, e.g., better signposting to Environmental Risk Assessments for use in Green Formularies; ways of minimising waste associated with transport (e.g., polystyrene usage).  <b>Paper:</b> extent and impact of unsafe manufacturing practices on AMR	



## RPS Science and Research Committee

### Purpose

The RPS Science and Research Committee (SRC) provides strategic leadership, advocacy and expert advice around pharmaceutical science and pharmacy research, across Great Britain, and as part of the RPS role internationally.

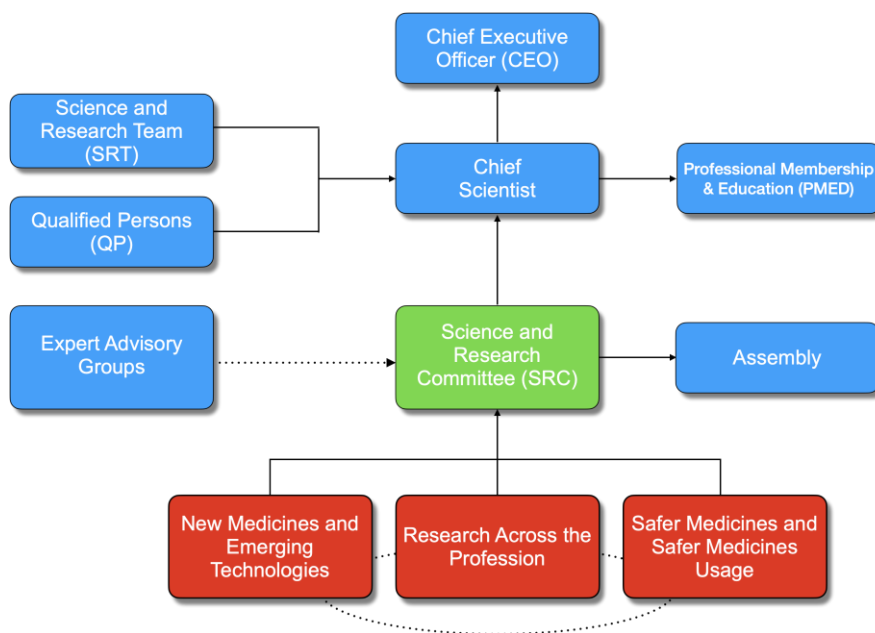
The SRC is responsible for supporting the RPS Assembly in setting the strategic direction and providing oversight of the delivery and advancement of the RPS strategic imperatives around pharmaceutical science, research and evaluation, developing its aims, objectives and goals in accordance with the Regulations of the RPS.

The SRC does not have a role in determining RPS national policy, which remains the remit of the National Boards. However, the work of SRC will inform RPS policy through thought leadership and support with consultation responses.

### Governance and Reporting

The SRC forms part of the formal governance structure of the RPS and is directly accountable to the RPS Assembly.

**Commented [AD1]:** Updated diagram to reflect governance structure following RPS restructure



The SRC works with the RPS National Boards for England, Scotland and Wales, as well as closely with the Education and Standards Committee.

It is advisable that the following groups will inform and advise the SRC: -

- RPS Conference Research Panel
- The RPS Industrial Pharmacy Advisory Group
- The RPS Antimicrobial Expert Advisory Group
- Other forums or advisory groups related to science and research as may be established

The SRC will also work with other RPS groups on specific work streams when appropriate including, the RPS Hospital Expert Advisory Group, the RPS Early Careers Pharmacist Advisory Group, The RPS Primary Care Pharmacist Expert Advisory Group, and the RPS Community Pharmacy Expert Advisory Group.

### **Deliverables**

The SRC provides strategic leadership, advocacy, expertise and support to the RPS Assembly on issues of pharmaceutical science and research which impact on the pharmacy profession and the public.

Specifically, the SRC will: -

1. Advise the RPS Assembly on pharmaceutical science and research relevant to pharmacy.
2. Support the overall direction and development of the RPS Science and Research Strategy.
3. Oversee the RPS Science and Research Strategy and Programmes, with a particular concern for RPS reputation in line with the objects of the RPS ([RPS Royal Charter](#)).
4. Report to the RPS Assembly annually on the performance and resource management of the RPS Science and Research Strategy and programmes.
5. Report to the RPS Assembly on matters of material risk as and when they arise.
6. Ensure that the RPS Science and Research Strategy operates in line with the Society's objects.
7. Lead on developing thought leadership papers to inform the profession and the RPS National Boards about science in relation to policy development.
8. Provide advice and source of expertise to the National Boards of the RPS on pharmaceutical science and pharmacy research.
9. Inform, support and contribute to the work of the RPS including professional standards, guidance and professional policy and responses to consultations.
10. Share intelligence and maintain an overview of current and possible future development and emergent issues in pharmaceutical science and pharmacy research.
11. Provide a wide range of perspectives and facilitate stakeholder engagement across all areas of pharmaceutical science and research.
12. Maintain awareness of Science and Research as integral to pharmacists, pharmaceutical scientists and the wider pharmacy profession.

13. Promote pharmaceutical science and pharmacy research on behalf of and to the RPS membership and the pharmacy profession, including collaborating with and supporting the work of the Pharmaceutical Press team.
14. Represent the RPS and the profession at appropriate meetings, functions and events in the context of pharmaceutical science and pharmacy research.
15. Work closely with Education and Standards Committee to ensure all pharmacists are supported to acquire and maintain a core scientific knowledge base.
16. Support the Chief Scientist and the SRT with media queries.
17. Have a central role in planning and curating the relevant conferences, maintaining relevance to current and future subject matter.

The SRC will not exceed 20 members who will be appointed by the SRC Chair and RPS Chief Scientist. SRC members will be appointed following an open call for nominations or by direct appointment. The composition of the SRC should reflect the full spectrum of expertise across the profession relating to pharmaceutical science and pharmacy research as well as regional and country interests. The SRC membership draws from the breadth of academic, industrial, hospital, community, clinical and regulatory settings.

The RPS has ultimate responsibility for the constitution of the group. SRC members shall:

- I. Be nationally and ideally internationally recognised as an expert in the pharmaceutical sciences or pharmacy related research (nominees should be at the forefront of practice).
- II. Have a high level of involvement in institutional roles and professional organisations.
- III. Have broad discipline expertise (broad knowledge and expertise in a relevant specialty research area and/or multidisciplinary experience in two or more discipline areas is desirable – specialists and generalists).
- IV. Have relevant experience in academia, industry, voluntary or public sector organisations.
- V. Have experience in coordinating research activity including an understanding of the needs of end users in higher education, business and industry.
- VI. Have experience representing organisations or professions to the public and including the media.
- VII. Be a member of RPS (where eligible).
- VIII. Have a high professional standing and reputation.

The RPS President will be invited to SRC meetings and have observer status and the RPS Chief Executive Officer (CEO) will have a standing invite to meetings. [The Chair of the RPS Education and Standards Committee will be invited to attend meetings of the SRC as an ex officio with a proposal for a reciprocal invitation for the SRC Chair to the ESC meetings.](#)



## Ways of Working

- I. The group will meet formally three times a year by either in-person, teleconference or blended meetings as required.
- II. All SRC members are expected to attend at least 2 of the 3 yearly meetings held. Those not attending the requisite number of meetings may be asked to stand down from the SRC.
- III. The SRC will be supported by an RPS Administrator who will: notify members in writing of the time, date and place of a meeting at least 28 days in advance of a regular meeting; take notes of the meeting and prepare and circulate a written minute.
- IV. Members are expected to contribute to topic specific short life working groups (SLWG) according to their expertise (additional non-panel members can be co-opted into SLWG as necessary). Meetings of SLWG shall be called as necessary with reasonable notice, including in emergency, by the nominated Chair of the working group or the Chair or Deputy Chair of the SRC.
- V. The majority of interactions outside of the three committee meetings will be virtual, by email or through online platforms.
- VI. Members will declare any interests that may be or may be seen as a conflict of interest to the work underway.
- VII. All papers, discussions and correspondence relating to the work of the SRC are to be treated as confidential (unless explicitly informed otherwise).
- VIII. The Chair of the SRC is responsible for reporting the activities and deliverables of the group to the RPS Assembly; the Chief Scientist will ensure communication to other RPS Boards and Panels.
- IX. SRC members are permitted to have their SRC membership listed in public documents. When appearing in a public context, however, members should not permit any confusion with respect to whether they are speaking in their role as an SRC member.
- X. SRC members must treat all discussions relating to the work of the SRC as confidential unless otherwise directed.
- XI. Every member of the SRC must adhere to the Code of Conduct and Code of Conduct for Members of RPS Governance Bodies.
- XII. Members should also adhere to codes applicable to their respective disciplines and institutions.

The option of one place at the SRC meeting will be made available to a representative from the National Boards who will have observer status; it is expected that this one representative will be from the English, Scottish or Welsh National Boards on a rotational basis. In addition, the aim of this is to promote close working between the SRC and National Boards and alignment across RPS work streams and objectives.

### **Terms of Office**

The term for members to sit on the SRC is three years with a second term possible in order to stagger turnover of membership. Previous membership of the group is not a bar to reappointment at a later date. It is expected if a member no longer meets the member specification, e.g. their role changes, that they would step down. In case of retirement from scientific activities, members may remain on the group for one year following retirement or until the end of their three-year term, whichever is sooner.

### **Refreshing Membership**

When vacancies occur on the SRC, an invitation for new members to join the SRC will be circulated appropriately. This will be done as need arises, or as a minimum every three years. Those interested should submit the required paperwork and their CV to the Chair of the SRC. On occasion, it may be necessary to co-opt specific expertise onto the SRC (e.g. as a member of a SLWG).

### **Chair**

The position of Chair is held for a maximum period of three years. Appointment of a new Chair will be undertaken through an open call and interview process.

A member applying for Chair should declare any actual or potential conflicts of interest. It is widely accepted that professional experts will be asked to sit on various committees and groups nationally and internationally and that such external recognition would not preclude appointment to Chair of the SRC.

### **Reimbursement**

Travel expenses, in line with the current RPS Travel Policy, will be reimbursed when the RPS requires the SRC to meet. Members are expected to book using the cheapest available fare and book early where possible.

*February 2023*

Assembly Meeting 29<sup>th</sup> March 2023

29/03/ASB/02i - Open

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

A meeting with the GPhC and NHS England as part of the Inclusive Professional Practice has occurred to discuss how the experience of black trainee pharmacists can be improved as part of the initiative to increase the diversity in senior leader roles across pharmacy organisations. An action of meeting regularly to discuss actions has been taken forward.

This has also been raised with the Pharmacy Schools Council (PhSC) on how we can work together to improve undergraduate and registration assessment pass rates for Black students, particularly to ensure pharmacy students are exposed to a diversity of personal backgrounds, skills and areas of practice through their pharmacy degree. These conversations are ongoing.

#### **2. Equality Impact Assessments (EQIA)**

We have developed an Equality Impact Assessment process to be undertaken on membership products and external policies; this has now been approved by the RPS Executive and Assembly and is now being embedded into practice when initiating a project. To date EQIAs have been conducted on RPS curriculum and educational frameworks.

To support our members deliver accessible pharmacy services we have adopted the internal EQIA document for the [RPS Health Inequalities Position Paper](#) for our members to use to identify potential biases or inequalities in their services.

### 3. Advocacy Asks

We want to bring change and lead the charge for the profession; focussing on policy and advocacy asks on key priorities for each protected characteristic. We will be championing what the profession needs to flourish and to ensure the changes we would like to see in the profession are being actioned to produce meaningful long-lasting change.

They will be focused on improving the professions experience of working within the profession and reducing inequalities and removing barriers that individuals experience. We are working with key stakeholders including the ABCD group to ensure they reflect what the profession needs.

Working towards and progress of the advocacy asks will form one of the key elements of our outcomes impact evaluation throughout the year.

### 4. Parents and Carers Campaign

Since the launch of the parents and carers campaign on 26<sup>th</sup> September 2022 we have published blogs by diverse pharmacists sharing their lived experiences on a range of topics with good levels of engagement:

- [Ojali Yusuff: Maternity support must be equitable](#)
- [Maxine Foster: Parenting and Leadership in the NHS](#)
- [Sarah Baig: Smashing the stereotypes associated with being a Muslim working mum in a leadership role](#)
- [Nina Barnett: Tips on asking for flexible working as a parent/carers](#)
- [Katie Reygate: Preparing to welcome a child into your life: a practical guide to planning leave from your career](#)

We have held webinars and live stream events on the following topics:

- Nina Barnett and Samantha Bee: The challenges of requesting flexible working and how to have the conversations with your teams and line managers.
- Adam Rathbone and Nicola Wake: Adoption
- A webinar 'Creating a positive working environment for Parents & Carers' with Rachel Vecht an expert in supporting organisations to work well with their parent and carers.

We have also launched a Pregnancy, Maternity, Parents and Carers related microaggressions resource to highlight negative comments and behaviours individuals experience in the workplace.

Throughout the year we will be scoping and launching the following:

- Guide for line managers on how to support parents and carers
- Guide to returning to work after maternity leave or an extended period of leave
- Guidance on being a carer at work
- A knowledge hub for people to access information about their rights and signpost to development resources.
- Webinars and live streams to raise awareness on different topics and challenges
- Further considerations of how we can advocate for easier access to flexible working arrangements.

## 5. Disability Awareness Campaign

- a. Scottish Disability Cross Party Parliamentary Group:** Following on from the Scottish Disability Roundtable, we presented the recommendations from the roundtable to the Parliamentary Group on Disability to promote sharing across industries. There was good engagement with the group and connections have been made to discuss disability from a broader perspective.
- b. Updating the HEOP guidelines:** A joint letter from GPhC and RPS has been sent to HEOPs. They have responded to acknowledge the need to update the guidelines and will invite the RPS and GPhC to review an updated draft.
- c. Neurodiversity Training with Aabilities** – we have successfully run a 2-part workshop on how to work with neurodiverse individuals and we can better support their needs in the workplace. 84 people were registered to attend and 54 people logged on to the sessions. The feedback from attendees has been positive.

## 6. Health Inequalities

- a. Health Inequalities Webinar:** To support the implementation of the RPS Health Inequalities Position Statement, a presentation on importance of addressing unconscious bias to support health inequality initiatives was delivered at the Health Inequalities Webinar.
- b. Inclusive Professional Practice (IPP):**
  - Attendance at both the Attendance at Improving Pharmacy Practice and Engagement Group (IPEG) and IPP Advisory Board Meetings.
  - Supporting the CPPE Chief Pharmaceutical Officer Fellow with the reciprocal mentoring pilot for the NHSE pharmacy senior advisory team, including reviewing the pilot paperwork and looking to facilitate peer review sessions for mentors and mentees.
  - Contributing to the quarterly IPP newsletter.

- c. **Cultural competence panel at Newcastle University:** Presentation and participation on a panel to an audience of pharmacy students and pharmacists on the importance of I&D on cultural competence and impact on health inequalities.
- d. **Women's Health Strategy:** Participation of a Women's Health Hub Expert Forum to help shape the hubs and ensuring the role of pharmacy is clearly articulated.

## 7. Inclusion and Diversity Programme Review

The RPS Science and Research team have been commissioned to conduct a review of the 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 data and insights gathered will be used to produce a final report that will outline the extent to which the programme is fit for purpose and make recommendations on how the programme could be improved going forward. With the aim to launch the final review at the RPS Annual Conference.

The data collection will include a profession wide inclusion and diversity survey, focus groups and interviews to collect qualitative data to better understand views and opinions on the activity, success and areas of improvement.

## 8. GPhC Consultation Response

We have submitted a response to the GPhC Fitness to Practice – Supporting good decision making at hearings, the submission can be read [here](#).

## 9. Drumbeat Events and Celebrations

The most recent celebrations have been:

### a. International Day of Women's and girls in Science

Sophie Harding, our pharmacogenomics lead has shared her experience of the world of pharmacogenomics. The blog has had good engagement across our social media channels.

### b. LGBTQIA+ History Month

Throughout the month we have been sharing previously written blogs and the LGBTQIA+ microaggressions reference. We have taken an intersectional view and discussed adoption and challenges of being an adoptive parent.

We held our first ABCD meeting of the year, we invited the current GHP president Nathan Burley to share his experience and his role as a sexual health specialist pharmacist. Adam Rathbone shared his work to advocate and lobby for easier access to

PReP for all vulnerable groups. Maddy Chan a junior pharmacist collated views on how the RPS can better support LGBTQIA+ members of the profession and public.

A key action from the meeting is for RPS to coordinate and facilitate a group to help Higher Education Institutions (HEIs) to map LGBTQIA+ topics against the GPhC Initial Education Training Standards (IETS) to better support the integration and teaching at an undergraduate level.

**c. Ramadan Awareness**

We are collaborating with British Islamic Medical Association (BIMA) on two events:

1. Co-badged by PCPA an event focusing on supporting patients and their medications who are fasting for pharmacy professionals working in primary care. To date we have 124 delegates registered to attend.
2. A live stream for individuals observing Ramadan focusing on what and how to ask for flexible working requests and additional considerations to support pharmacy professionals fasting to practice safely.

**d. International Women's Day**

Throughout the month of March we will be publicising existing resources including the gender and ageism microaggressions references. Promoting our Building Confidence event being held on 19<sup>th</sup> April.

We will also be holding a live stream discussing the lack women of colour as pharmacy contractors and a blog from a HIV pharmacist to raise awareness of the considerations of HIV and menopause.

**10. Upcoming activity**

- 19<sup>th</sup> April – Building Confidence a key to achieving Gender Equality
- 17<sup>th</sup> May – Joint ABCD and WWAG
- Supporting parents with Neurodiverse children – date TBC





<b>Title</b>	2023 Events
<b>Open, confidential or restricted</b>	Open
<b>Author</b> (include email/phone)  <b>Position</b>  <b>Director responsible</b>	Samantha Kenny  Head of Event Operations  Neville Carter
<b>Purpose of item</b> (for noting/discussion/ decision/approval)	Noting
<b>Item Summary</b>	To note the calendar of dates for events planned for the coming year
Related Risk Register item (where applicable)	
Related RPS Strategy item (where applicable)	
<b>Actions/decisions required of the Assembly</b>	n/a

## 2023 RPS Events Programme

Reflecting on 2022, the team delivered 291 events including CPCS Courses. These events reached an audience of 11,019 attendees (8,540 excluding CPCS Course attendees). 2022 saw the return of Annual Conference, offered in a hybrid format for the first time. The Annual Conference was well received by Members, and we are excited to be offering this event again in a hybrid format for 2023.

So far in 2023, we have delivered 14 RPS Live webinars covering careers, news & views, inclusion & diversity, and clinical skills. Members continue to benefit from flexibility to view our RPS Live content; we provide the option to register and join live to interact within the webinar, or they can be notified when the recording is available within our Webinars Hub.

The events programme continues to thrive from collaborative work with the Education team as they lead on content development, ensuring our content remains relevant, high quality and delivered in a way that best supports practice.

### Key events to note:

- **Foundation Revision Course and Mock Assessment** (online): Wednesday 15 March – Thursday 15 June – bookings now open – a long running programme featuring revision sessions, an online, timed, mock assessment and feedback sessions
- **Tabletting Technology for the Pharmaceutical Industry** (in-person): Monday 28 – Wednesday 29 March 2023 – bookings now open
- **Consultant Pharmacist Summit** (in-person): Tuesday 16 May – by invite only
- **16th Annual Fellows Dinner** (in-person): Thursday 18 May 2023 – by invite to Fellows only
- **RPS Scotland: Pharmacy teams improving patient care** (in-person): Sunday 21 May
- **RPS Wales conference** (in-person): Thursday 13 July (TBC) – partially funded by “a healthier Wales” (Wales gov)
- **RPS Annual Conference** (hybrid): Friday 10 November 2023 – bookings open in later in the year

### Additional highlights will include:

- The completion of the NHS CPCS CPD Courses in April 2023.
- The Annual General Meeting being held online on Wednesday 24 May 2023.
- Engaging with Members with the addition of recording the open business of the RPS Board and Assembly meetings, as well as allowing observers to attend.
- The continuation of:
  - A wide variety of live webinars covering a range of career levels
  - Collaboration with RCN to repeat our ‘Becoming a Designated Prescribing Practitioner’ webinar
  - Regular online events exploring wellbeing, inclusion and diversity
  - Policy updates and focus groups, giving Members the chance to feed into our work
  - Prescribing webinars and events
  - Collaborations with external stakeholders

## Meeting of FIP ExCo CPS Section 4-7 March 2023

### Report for RPS

Meeting was hosted by Association of Finish Pharmacies and included a visit to the University of Helsinki (to understand research focus), local pharmacies (looking at operating model and use of robotics), and the Pharmaceutical Industry (collaborative partner for the Association particularly around Innovation). There were a couple of opportunities to present Community Pharmacy practice around the globe.

#### *Summary of discussions:*

- Number of Countries are interested in AMS work that has been done in the UK within CP, and how its been embedded across contractual frameworks. Follow up materials and weblinks (TARGET, Antibiotic Guardian) circulated. Potential opportunity for follow up discussions and collaboration.
- Zoom communication to CPS members is proving hugely successful. Looking to understand areas of focus or articles that member organisations would be interested in.
- Medicines shortages are continuing to cause problems. The media raised questions on this pre trip which we all fed into individual Country responses. There has also been a recent Lancet article on the topic.



Medicine shortages  
The Lancet Lars-Åke S

- CPs in Finland will be able to switch biosimilars as of 2024, so lots of work going into supporting what this will look like. SPS materials and links to UK models circulated.
- University of Helsinki and Finish Association have really good model operating to support clinician academic careers (number of pharmacy owners have undertaken PhDs). Waiting for insights and follow up information that would support Clinical Academic Career work across UK.
- Presentation from Pharmabridge which supports and fosters global connections and collaborations to strengthen pharmacy practice, education, and science. Opportunity to act as host organisation for pharmacy placements if of interest.  
<https://www.fipfoundation.org/pharmabridge/>
- University of Helsinki main area of practice research is around medicines and patient safety.
- Visited a couple of working pharmacies. Average number pharmacists on duty at any one time in some of the pharmacies is 6-7. This includes a pharmacist working out front supporting queries with medicines. Most of the pharmacies operate a ticket system to be able to speak to the pharmacist, who then provides support, advice, and dispensing if needed (although most done by robots). Pharmacists sit at individual booths to talk to patients. Any DDS is sent away for packaging in individual pouches on a reel. You can only buy OTC medicines at a pharmacy with the exception of NRT.

<b>Title</b>	<b>Charitable Donations</b>
<b>Open, confidential or restricted</b>	Open
<b>Author</b> (include email/phone)  <b>Position</b>  <b>Director responsible</b>	Rick Russell Rick.russell@rpharms.com  Chief Operating Officer  Chief Operating Officer
<b>Purpose of item</b> (for noting/discussion/ decision/approval)	For discussion
<b>Item Summary</b>	Following Assembly in November, the Exec was asked to consider a process for supporting charitable donations. The new process has only just been implemented so the process is very new. It is recommended that we embed this process with Pharmacy Support before we look to extend to other organisations.
Related Risk Register item (where applicable)	
Related RPS Strategy item (where applicable)	
<b>Actions/decisions required of the Committee</b>	Assembly asked whether it would be possible to provide a similar process for donations to other appropriate charitable organisations.

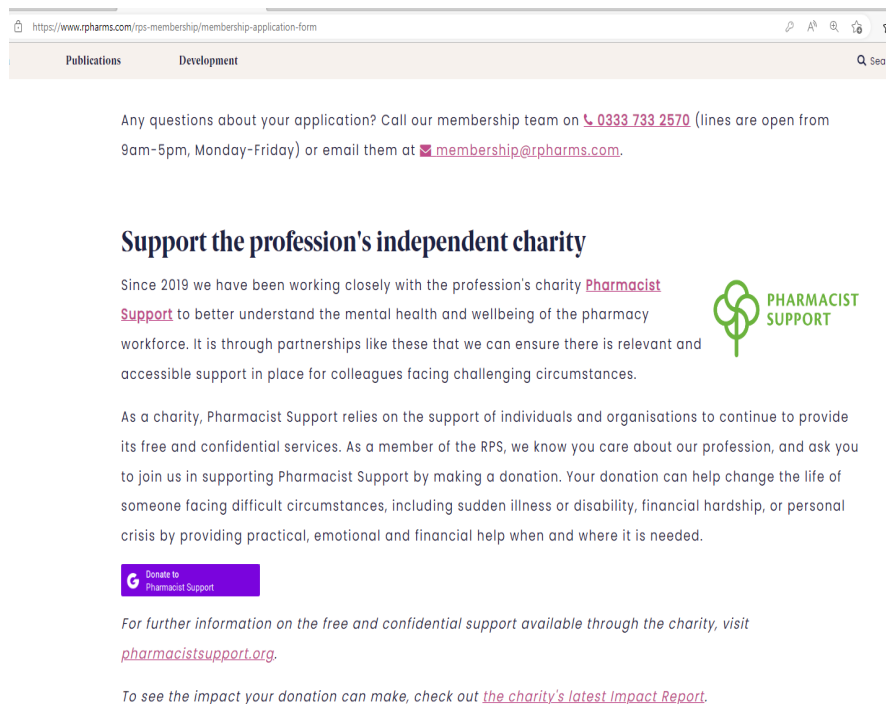
## Charitable Donations Suggested Approach

### How is this achieved?

In order to provide the membership with every opportunity to donate to charity, an option was introduced after the membership forms (application, renewal and upgrade) have been completed. This means, post-payment of the membership fees, a confirmation page is displayed and members are able to add a separate charitable donation at this point in the process. At the moment, we have provided only one charity option and that is for Pharmacist Support.

The option to donate and the size of the donation is discretionary so each member selects what they feel is an appropriate donation (with a prompt) given their own individual circumstances. We hope that some people will donate more whilst others may not be able to make any donations at this time.

At the moment, the process only applies to one-time payments where the member has completed one of the membership forms. It is clear that this donation is being made to Pharmacist Support. We are aware of the increasing number of fraudsters using Just Giving pages, so by showing this page on our website, members will trust the authenticity of the charitable donation and to whom this payment is being made.



https://www.rpharms.com/rps-membership/membership-application-form

Publications Development

Any questions about your application? Call our membership team on [0333 733 2570](tel:03337332570) (lines are open from 9am-5pm, Monday-Friday) or email them at [membership@rpharms.com](mailto:membership@rpharms.com).

### Support the profession's independent charity

Since 2019 we have been working closely with the profession's charity [Pharmacist Support](#) to better understand the mental health and wellbeing of the pharmacy workforce. It is through partnerships like these that we can ensure there is relevant and accessible support in place for colleagues facing challenging circumstances.

As a charity, Pharmacist Support relies on the support of individuals and organisations to continue to provide its free and confidential services. As a member of the RPS, we know you care about our profession, and ask you to join us in supporting Pharmacist Support by making a donation. Your donation can help change the life of someone facing difficult circumstances, including sudden illness or disability, financial hardship, or personal crisis by providing practical, emotional and financial help when and where it is needed.

[Donate to Pharmacist Support](#)

For further information on the free and confidential support available through the charity, visit [pharmacistsupport.org](https://pharmacistsupport.org).

To see the impact your donation can make, check out [the charity's latest Impact Report](#).

The link leaves the RPS website and opens up a Just Giving page for Pharmacist Support as shown below.



Donate to Pharmacist Support

## Donation amount

One-off

Monthly

£10

£20

£30

£40

£100

£ 30

GBP

☐ Hide donation amount from public view

JustGiving always delivers 100% of your donation to charity

We don't charge a platform fee, but there are still costs involved in processing donations. By adding a small contribution on top of your donation, you'll cover these costs, making sure Pharmacist Support continues to get 100% of your donation

15% (£4.50)

Continue

Total amount £34.50

DONATE WITH CONFIDENCE



No fees for  
charities



100% secure  
payments



Excellent on  
Trustpilot

### What about Direct Debit Payments

We have not been able to integrate the same donation options into the existing direct debit payment process as that process is managed end-to-end by a third party. A separate mechanism is therefore being reviewed for all members who choose to pay by this payment method. Clearly, we don't want to interrupt the payment process here as that lowers renewal success rates, so we will be writing a 'Thank you' note to every member renewing by this payment method in mid- to late-March and, at that time, will be asking if they would additionally like to donate to Pharmacist Support.

This step is a manual process performed by the Marketing and Membership team and is an additional step in their very busy workload. Clearly, the focus of the team's attention is to ensure we complete as many direct debit payments as possible as this will determine the overall success rate of the renewals programme.

### Next steps

It is recommended that we continue to work with Pharmacist Support to see how effective this process is at attracting donations. We appreciate that the economy is not in great shape at the moment, and this provides challenges for any organisation which relies on donations. We will

therefore assess the success of our efforts with Pharmacist Support and try to build on and improve the existing process and provide an opportunity for every single member to donate to this charity as easily as possible.

As part of this review, we will look at the number of click-throughs from each process to the Pharmacist Support site and try to ascertain from the charity the level of contributions achieved. This will give us a good insight into how effective the donation mechanism is as well as whether there is a strong appetite from our members to make these kind of donations.

Once we have this process working efficiently and it is properly embedded into the activities of the Membership team, we will review whether it will be possible to extend this process to other charitable organisations or not. For any further complexity, we will need the direct debit process to be fully automated before we can feasibly look to introduce new options for donations to additional charitable organisations.

We do not therefore intend to look at other options until a full review of the process has taken place at the end of the full renewals lifecycle.

Rick Russell, March 2023

**Assembly Meeting 29<sup>th</sup> March 2023**

**23/03/ASB/03b - Open**

<b>Title</b>	<b>Diversity Targets Review</b>
<b>Open, confidential or restricted</b>	Open
<b>Author</b> (include email/phone)	Emer Bellis <a href="mailto:Emer.bells@rpharms.com">Emer.bells@rpharms.com</a>
<b>Position</b>	People Business Partner
<b>Purpose of item</b> (for noting/discussion/ decision/approval)	For noting
<b>Item Summary</b>	Updated overview of RPS inclusion and diversity key targets (ethnicity and gender) and the actions in place to increase diversity at senior levels within RPS. Proposed approach to determining the next steps and priorities for addressing the gaps
<b>Actions/decisions required of the Remuneration Committee</b>	For noting only



## **Our internal I&D strategy**

Our strategy aims:

- Employees and job applicants feel that RPS is a fair and inclusive place to work
- Our members feel that RPS reflects them
- Our members and governing body can be confident that RPS has embedded the same levels of good practice in our own organisation as those we are advocating for our membership.

## **Key numerical targets for race and gender equality**

We have set hard and soft numerical targets for diversity and inclusion against which we measure ourselves at least annually. These were set in 2020:

### **Hard Targets**

- **Reducing our gender and ethnicity pay gaps**
  - Target Gender Pay Gap: our median pay gap is reduced from 14.7% to below 7% by April 2025
  - Target Ethnicity Pay Gap: our median pay gap is reduced from 10.7% to below 7% by April 2025
- **Improving representation in the upper pay quartile**
  - Target: 50% female and 18% ethnic minority in our top fifty (our upper quartile) posts (target revised in 2023)

Our current targets for representation in the upper pay quartile are based on representation levels in the general population by gender and ethnicity. The target for ethnic minority representation has been raised from 13% in 2022 to 18% in 2023, in line with the population percentages in the 2021 census.

Our current targets set a lower threshold for RPS than proportional representation of our workforce, or closer reflection of our membership at senior level. Our employees come from many professional disciplines and pharmacists make up just over a third of our workforce. Representation based on the general population feels like a sensible next level for us to aim for while still challenging us to improve.

### **Soft Targets**

In our employee survey, at least 85% of employees agree with these statements:

- I believe the RPS values the diversity of its employees
- I am treated fairly and with respect
- I can be myself at work

Since 2020, we have added ethnicity as a separate reporting category in our survey, so that we can provide an intersectional analysis of how well we are meeting these targets. This means that we can look more closely at our survey results to see if all groups score equally well on questions like whether people feel respected at work or believe that RPS values the diversity of its employees.

**Current position against numerical targets:**

When the last full analysis was done for employees in post on 5 April 2022, our employees were 66% female and 30% ethnic minority employees, but only 46% female and 12% ethnic minority employees in our top 50 roles.

Breaking this down further by job grade, we can see that women have equal representation in our top three grades but are employed at much higher numbers in the low to middle grades. Ethnic minority employees are underrepresented in our top two grades, more balanced in our managerial and professional grades (5 and 6), but over overrepresented in our lower grading bands.

The figures in the table below relate to 5 April 2022, the date point for our annual pay gap report. At the time of writing (March 2023) we have 5 Exec members, including 3 men, 2 women, 4 White and one ethnic minority employee. Upper quartile representation has risen to 48% women and 15% ethnic minority employees.

	RPS 5 April 2022	Exec	Grade 7 (Php Exec; PLB non- exec)	Grade 6 Head of Dept	Grade 5 Professional/ Managerial	Grade 4 and below
RPS	201	4*	8	22	59	108
Women	132 (66%)	2 (50%)	4 (50%)	11 (50%)	40 (68%)	75 (69%)
Men	69 (34%)	2 (50%)	4 (50%)	11 (50%)	19 (32%)	33 (31%)
White	140 (70%)	4 (100%)	7 (88%)	18 (82%)	44 (75%)	67 (62%)
All ethnic minorities	60 (30%)	0 (0%)	1 (13%)	4 (18%)	14 (24%)	41 (38%)
Ethnicity not stated	1 (0.5%)	0	0	0	1 (2%)	0

\*The full Exec team includes CEO, Deputy CEO/MD Pharmaceutical Press, COO, CEMO, CTO. CTO was vacant in April 2022. Percentages rounded to nearest whole number.

Some of the challenges we face in reducing our pay gaps and increasing senior level representation of ethnic minorities and women centre around the professions and recruitment pools from which we draw our employees.

We recruit most of our workforce from publishing and pharmacy. Both professions are predominantly female, with both women and ethnic minorities being underrepresented at the top levels. Technology is a smaller employee grouping for RPS, but a sector where pay levels tend to be high in a predominantly male workforce, although this is changing over time.

Breaking our pay gap figures down further for the larger directorates or functional groupings, we can see some positives. Our member-facing areas (including Education, Membership, Country Teams and Science and Research) have a negative pay gap for ethnicity, also the case when we measured this in 2021, and a lower gender pay gap than the rest of the organisation.

Publishing currently has higher pay gaps for both gender and ethnicity, with strong swings from lower measures for both in 2021. This is balanced by excellent talent management and career progression within the Directorate, which benefit women's progression and pay levels over time. In April 2022, 5 of 10 Publishing posts at grade 6 and above were held by women. While four out of

the five men employed at this level were recruited externally to their current role, the reverse was true for women, with four out of five promoted into their current roles after one or more promotions or internal moves. Publishing is 72% female, and 74% white.

All ethnic minority employees in Publishing are currently employed at grades 5 and below. We would hope to see career progression for more junior employees in this group building over time. Of 26 ethnic minority employees included in the April 2022 figures, 11 had less than two years' service and 8 of these less than one year in post. Most of our student interns also come from ethnic minorities. This doesn't immediately translate to workforce representation, as we require our writers to have spent some time in clinical practice. However, this could be a future talent pipeline for us to explore in more detail.

Median pay gap	RPS	Education and Membership; Professional Leadership	Publishing
April 22	201 employees	61 employees	99 employees
Gender	17.4%	10.6%	14.2%
Ethnicity	14.8%	-9.3%	16.4%

### Action in 2022

This year we have focussed on blind recruitment, diverse shortlists, gender neutral advertising and sourcing from specialist sources that focus on improving ethnic and gender diversity at senior level. We have also continued to work to recruit diverse future talent as we recognise the opportunities that RPS offers to progress. This, combined with our work on talent mapping and succession planning will enable us to develop increased diversity at a senior level, from within, although these actions take time to flow through to impact our figures.

In 2022 we carried out a mid-year pay review and supported our employees with the cost-of-living crisis by giving two payments of £500 in July and October. The payments were applied across the board, regardless of seniority, thus giving proportionally more support to employees at lower to middle pay levels.

### Increasing diversity at senior level – 2022 Recruitment

In 2022, we posted 53 job adverts, 10 of which were for senior or upper quartile roles (Salaries of £56K or above). At senior leadership level, we focussed on ensuring that we had diverse applicant pools and shortlists by advertising widely and briefing executive search agencies accordingly. In one case (Chief Scientist) we readvertised the role to attract a more diverse pool of applicants.

At senior leadership level (posts in the table below) we recruited three women and two men; three white and two ethnic minority appointees. The appointments included four external and one internal applicant.

The other upper quartile roles we recruited to in 2022 included Assessment and Credentiailling Lead, Publishing Operations Manager, and three senior technology roles. We recruited three men and two women, three ethnic minority and two white appointees. The appointments included four external and one internal promotion.

Since September 2022, we have used blind recruitment for all roles up to the first stage. Roles recruited to this period have included the England and Scotland directors.

### Senior Leadership Appointments at RPS January 22 to January 2023

Post	Recruitment sources	Applications	Shortlisted	Appointed (all roles combined)
Chief Education and Membership Officer	Executive Search agency - strong diversity record	28 applications with partial equality info  9 male, 12 female  14 white, 7 ethnic minority	3 male 2 female 3 white, 2 ethnic minority	3 Female 2 Male  3 White 2 Ethnic Minority
Chief Technology Officer	Specialist Technology agency –strong diversity record	Information requested from agency	5 male, 1 female  3 White, 3 ethnic minority	
Chief Scientist	Job boards, PJ, BAME recruitment; Universities – job.ac; Agency	9 applications, partial equality info  3 male, 2 female  2 white, 2 ethnic minority, 1 pref not say	3 male, 2 female  3 ethnic minority, 2 White	
Director for England	Job boards, social media, PJ  RPS Website/Team Tailor	12 applications: equality info incomplete	3 male, 3 female  2 White 4 ethnic minority  (1 Asian 2 Black 1 mixed ethnicity)	
Director for Scotland	Job boards, social media  RPS Website/Team Tailor	8 Applications, equality info incomplete  Includes 2 Asian 3 White 2 female, 4 male	2 female, one gender unknown  2 White, one ethnic minority  (2 White females interviewed, ethnic minority candidate withdrew)	

**Progress on soft targets:**

Our soft targets for diversity and inclusion centred around employee communications and feedback regarding how employees rate their work experience at RPS. Since 2020 we have structured our employee survey so we can break down results by ethnicity as well as gender and can act in response to these results.

In relation to the specific employee survey questions that measure this, our progress is set out below:

**I believe the RPS values the diversity of its employees – target score 85%**

- In March 2022, 84% of RPS employees answered this question positively, with 14% neutral and 1% negative replies. This compares favourably with the external benchmark of 79% for similar organisations. This question is rated 'high' for impact on employee engagement.
- Men of all ethnicities scored more highly than women. The group with the lowest score was ethnic minority women, who answered 72% positively, but with no negative responses. All other groups met the target score of 85% or above.
- It is possible that level of seniority is also an influencing factor in these scores. Grade 6 employees (head of department level) responses were 93% positive, grade 5 in line with RPS overall at 84%, and grades 4 and 3 scored 83% and 82% respectively. No information available for other grades due to small group size.

**I am treated fairly and with respect – target score 85%**

- In September 2021, 91% of RPS employees answered this question positively, with 7% neutral and 2% negative replies. This compares favourably with the external benchmark of 85%. This question is rated 'very high' for impact on employee engagement.
- All groups exceeded the target, with the highest score for white men at 96%, and the lowest for white women at 88%. Ethnic minority men and women scored 93% and 91% respectively.

**I can be myself at work – target score 85%**

- This question was flagged up by our survey provider, Workbuzz, as being a good indicator of inclusion. In October 2022, 84% of RPS employees answered the question positively, with 12% neutral and 4% negative replies. The RPS score for this question is in line with the external benchmark for similar organisations. This question is rated 'medium' for employee engagement.
- On this question, women scored more highly than men, with 90% of white women and 81% of ethnic minority women answering positively. White and ethnic minority men scored 80% and 75% respectively.

**Action in 2022**

We are committed to underpinning and developing our inclusive workforce and working environment by providing appropriate training for senior leaders, managers, and employees. In 2022 we provided training in the following areas:

- Disability awareness for employees, managers, and the People Team
- Neurodiversity awareness - employees and managers
- Menopause awareness – all employees
- Unconscious bias – RPS Fellows and Managers

- Equality update – online training refresher for all employees

In 2022, we have continued our internal communications and engagement activity led by our Inclusion and Diversity employee group. This has included:

- Awareness raising and celebratory posts for Chinese New Year, Ramadan, Vaisakhi, Easter, and Diwali
- International Women's Day – Exec members, managers and employees share their reflections and support
- Walking with RPS members in the London Pride March in July
- Range of posts for Black History Month in October. Our Museum Officer wrote a post about decolonising museum collections, referencing the work in this area of Miranda Lowe, a curator at the Natural History Museum. The post was shared on the RPS Website and retweeted by the Natural History Museum to their 2 million+ followers.
- All employee drop-in session, hosted by the internal ID group in December 2022, giving an overview of diversity and inclusion at RPS, our employees, our targets, the progress we're making and the work we have yet to do.

### **Progress towards our strategic Aims and Targets**

#### **We have made positive progress with:**

- Training our employees and managers on disability and other inclusion and wellbeing topics
- New recruitment ATS system, giving better support and a clearer process for applicants with a disability and improved monitoring of our recruitment outcomes
- We have focussed strongly on the actions needed to meet our Disability Confident commitments

#### **We haven't made the progress we wanted with:**

- Women in the upper pay quartile - we're below 50% and this has dropped since April 2021
- Our pay gaps are not moving in the right direction, despite the actions taken during 2021 and 2022
- We haven't increased diversity at a senior level to the extent that we would wish despite the actions detailed above.

### **Other Activity**

- In 2022, employees from the RPS London office took part in a career day for a local school in Tower Hamlets specialising in STEM subjects. Senior members of the Editorial Content team shared their career journey into publishing after achieving a pharmacy or science degree.
- We had three internship programmes last year, giving work experience to 12 pharmacy students in our Editorial and Professional Development teams, and one IT student in Technology. Breakdown: 8 female and 5 male, 10 ethnic minority, 2 white and 1 ethnicity not stated.
- At the Assembly in November 2022, the Director of People and Culture shared plans to engage with a third party to provide additional insight, guidance, and actions to support us to progress towards our diversity targets. Global Diversity Findings completed a discrete piece

of work for us. They suggested some actions we already have in place and could showcase more, such as talent management and mentoring, and some other actions that we are currently discussing with the Executive, and which will feed into the next steps outlined below.

### **Next steps**

We know that, overall, our employees feel very positive about our culture and inclusivity as an organisation, but that not all groups feel this equally. We also have a significant amount of work to do to make progress against our harder diversity targets. The feedback that we have received is that we are doing too many small things rather than focussing on significant changes that may have a larger and ongoing impact.

The COO and Executive, supported by the People Team, wish to review, refocus, and develop a diversity action plan before bringing this back to Assembly. We have implemented several changes over the last two years that have not flowed through to our measures against our targets or moved us forward as expected.

Our aim is to develop a focussed and prioritised action plan with clear and measurable timelines and outcomes against each target. By taking this stepped approach, we hope to be able to make more progress and enable the Assembly to better support and measure our progress and hold us to account.

This plan will be shared at the July Assembly meeting. In developing this plan, we will:

- Look at reports, metrics and feedback from the Assembly, employees, and our ID groups
- Pull together the current diverse strands of work and information sources into a better co-ordinated, resourced, and prioritised activity plan
- Look at best practice, particularly from similar professional bodies who are, like RPS, working with limited resources and small employee numbers
- Re-evaluate our targets to ensure these are realistic and achievable in the timeframes we have set – aiming for incremental improvement
- Explore and assess specific evidence-based actions that we can undertake to move us in the right direction, so that we have some clear mechanisms in place to effect change
- Ensure our action plan clearly sets out the ‘who, when and how’
- Consider seeking additional guidance from specialist inclusion and diversity organisations such as the Employers Network for Equality and Inclusion

## **Confidential Business (for information only)**

- 11. Minutes of the Confidential Business & Minutes of the Restricted Item of Business of the Assembly meeting 15<sup>th</sup> & 16<sup>th</sup> November**
- 12. Matters arising from the minutes not specifically included in the agenda**
- 13. CEO's Report**
- 14. Chairs & Officers Group**
- 15. Finance and Corporate Services**
  - a) Finance & Investment Committee**
  - b) Business Information Pack**
  - c) RPSGB Pension Scheme**
  - d) Audit and Risk Committee**
  - e) Risk Register**
  - f) Expenses Policy**
- 16. Appointed Assembly Members**
- 17. Current Activity**
  - a) PhP update**
  - b) Member Experience**
- 18. Any Other Business – Confidential items**  
***Any other items of business to be notified to the President 48 hours before the meeting***