

Minutes of the Assembly Meeting held on Wednesday 11th November 2015, 66-68 East Smithfield

OPEN BUSINESS

Present: Ash Soni (AS) - President, Claire Anderson (CA), Martin Astbury(MA), Anthony Cox (AC), Duncan Craig (DC), Sid Dajani (SD) – Treasurer, Sandra Gidley(SG), Linda Hakes (LH) , Paul Harris (PH), John McAnaw (JM), Mahendra Patel (MP), Suzanne Scott-Thomas and Hamish Wilson (HW)

In attendance: Mair Davies (MD), Alison Douglas (AD), Howard Duff (HD), Catherine Duggan (CD), Helen Gordon (HG), Nicola King (NK), Alina Lourie (AL), Alex MacKinnon (AM), Jo Mills (JM), Simon Redman (SR) and Patrick Stubbs (PS)

Apologies: None

| Item | Related Paper | Minute | Action by |
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| 15/11/ASB/01 | | Welcome and apologies Members were welcomed to the November Assembly meeting. There were no apologies. | |
| 15/11/ASB/02 | 15/11/ASB/02 | Declaration of Interests Members' declaration of interests were noted. Members were asked to submit any amendments to AD. | |
| 15/11/ASB/03 | 15/11/ASB/03 | Minutes of Open Business of the Assembly Meeting 21st/22nd July 2015 The minutes of the open business of the meetings held on 21 st and 22 nd July were AGREED as a true and accurate record. | |
| 15/11/ASB/04 | 15/11/ASB/04 | Matters Arising from Open Business minutes Item 15/07/15 – National Pharmacy Board Elections HD had been tasked with investigating options for increasing voter turnout in the National Board Elections and a paper was now provided giving a number of different options. HD reported that the Society was also considering moving to electronic nomination of candidates and noted that, with increased investment, it would be possible to also run YouTube-style video candidate statements. He confirmed that whatever changes were made would apply to all three Board elections. | |

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| | | <p>AC observed that it appeared individuals who had historically voted by post had failed to take up the on-line voting option and AS wondered whether members had ever been asked how they prefer to vote or receive their ballot information.</p> <p>PS however expressed concern that the Society already commits a huge amount of resources and staff time to the election process. He questioned whether devoting even more to this was practical or cost effective and cautioned against spending more money to gain very few additional voters.</p> <p>Members felt that at present individuals were not given enough time to prepare their nominations and it was agreed that the Society should start engaging with members ahead of the formal election period to ensure people are aware of the process involved and can be ready to submit nominations once the process opens. In order to help members understand that the work of the Boards can have a real impact on the profession Catherine Armstrong should be approached to write a piece about a generic Board member to be included as an article in the PJ. HD added that an article from the Returning Officers and Board Chairs already gets included at present.</p> <p>After discussion members also AGREED they would support the inclusion of a 4 page candidate supplement in PJ and Clinical Pharmacists to increase awareness and interest in the election, and recommended making the emails on this subject more eye catching and engaging.</p> <p>ACTION – HD/MD/AM/AD</p> | HD/MB/ AM/AD |
| 15/11/ASB/05 | 15/11/ASB/05 | <p>Any Other Business</p> <p>One item of Any Other Business had been proposed by SG – ‘Publication of Members’ Expenses’ which will be discussed at the end of the meeting.</p> | |
| 15/11/ASB/06 | 15/11/ASB/06 | <p>Effective Dates for National Board and Assembly members in 2016</p> <p>AGREED that the effective dates for National Board members in 2016 would be 00.01 on:</p> <p>Scottish Board – 14th June Welsh Board – 21st June English Board – 22nd June</p> <p>AGREED that the effective date for Assembly members in 2016 would be 00.01 19th July</p> | |

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| 15/11/ASB/07 | 15/11/ASB/07 | <p>Assembly Members' Terms of Office Members considered a proposal to increase the terms of office for the Pharmaceutical Scientist, Academic and Lay members of the Assembly from one to three years – AGREED.</p> <p>Members were then asked to consider whether the current incumbents' terms of office should be extended from one to three years or whether the new terms of office should come into effect upon the next round of recruitment. MA suggested that the present incumbents should have their term of office extended for an extra year (ie to July 2017) and SG proposed that a rolling recruitment process then be introduced for the posts so that all three did not demit at the same time.</p> <p>Members AGREED that a one year extension with the present incumbents, if they were happy to continue, be implemented for all three posts (to July 2017).</p> <p>ACTION - HG to follow up formally with the current post holders.</p> <p>HG added this decision may need to be considered again after the results of the Governance Review were published.</p> | HG |
| 15/11/ASB/08 | 15/11/ASB/08 | <p>Audit & Risk Committee membership Members considered a proposal to increase the membership of the Audit & Risk Committee from four members to five as problems have been encountered on a number of occasions trying to reach and/or maintain quorum for the meeting.</p> <p>It was proposed the additional member be an Assembly member but consideration could also be given to adding an extra Lay member if this was felt to be more appropriate. SG proposed that the additional member could be a.n.other Board member, rather than specifically an Assembly member, and asked that a paper listing a range of options be produced. AS however felt this should wait until the Governance Review had been published. In the interim it was AGREED that an Assembly member be appointed via the existing process detailed in the Governance Handbook.</p> <p>ACTION - AD to issue a call for interest to members. The Chairs & Officers Group will consider applications and appoint a new member in time for the March Audit & Risk Committee meeting.</p> | AD |

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| 15/11/ASB/09 | 15/11/ASB/09 | <p>Library & Museum</p> <p>The update on the library and museum was noted and the refreshed vision, now that the Society is in the new building with the new library services, was APPROVED as were the next steps for the library services.</p> <p>The proposal to change the role of the Library Oversight Group to an advisory one, to support plans for service developments rather than simply having oversight of the collection and rationalisation, was AGREED as was a change in name to the Library Advisory Group. Further AGREED that David Thompson would continue to be the Assembly representative on the Group.</p> <p>The proposed next steps for the museum and the museum collection were then AGREED. SG asked for a further update at some point in the near future on the vision for the museum, to include a programme of exhibitions for the next few years and provide details of who the target audience for each exhibit would be. ACTION - CD to produce for April Assembly meeting.</p> <p>SST asked that Wales and Scotland also be involved in the plans for Library and Museum activities and that consideration be given as to the best way to utilise the devolved offices in terms of objects etc. CD informed members that the new library project will include some form of webinar/powerpoint/outline tutorial etc that can be accessed nationwide and will also look at the practicalities of objects being displayed in the devolved offices etc.</p> <p>CD informed members that following the Sense about Science reception hosted at RPS two weeks ago, the Society has now been approached by the BBC to film in the library/museum area.</p> | CD |
| 15/11/ASB/10 | 15/11/ASB/10 | <p>Updates from the Boards</p> <p>The written updates from English, Scottish and Welsh Boards were noted.</p> <p>Scotland</p> <p>JM added that, for the first time, the public affairs team had attended the SNP conference and had achieved a similarly good level of engagement with health teams across all the party conferences.</p> <p>The Scottish seminar in August had been very well attended and the new CPO had given her first public address at the event, however it was disappointing not to have received any PJ coverage.</p> | |

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| | | <p>Wales</p> <p>SST added that this had been a challenging year regarding the staffing situation in the WPB office and the Board had had to work more closely with external partners to deliver some of the work but this had helped to increase their engagement with pharmacists.</p> <p>A Medicines Safety Conference is being held on 18th November which the President will be part chairing.</p> <p>A position statement from the WPB that ‘all elected members of the WPB should engage with the RPS Faculty and achieve membership at an appropriate level’ was tabled for members’ information. The WPB were highly commended for producing this statement and it was suggested this should be something Assembly members and all Boards followed. CD therefore asked for approval that the statement be recommended to all Boards within the organisation. AS however believed it would be for the individual Boards to decide themselves whether to adopt the statement or not but that all Faculty Board members should be at least starting on the Faculty Journey – AGREED.</p> <p>MD added that WPB hope to devote a session at their next working day on how to make a start on the Faculty journey.</p> | |
| 15/11/ASB/11(a) | 15/11/ASB/11(a) | <p>Annual Health & Safety Report</p> <p>The annual Health & Safety report was noted. SR clarified that ‘building occupant’ meant permanent building occupant. AS suggested that this should be widened to include Board and Assembly members for training purposes.</p> <p>SR confirmed that Amber Butcher (Relocation Project Support Officer) and Mike Bonne (Business Planning Support Manager) are the IOSH resource for all three Society offices and added that there are a number of days planned when Amber, Mike and Jason King (Assistant Facilities Manager) will visit the devolved offices.</p> | |
| 15/11/ASB/11(b) | 15/11/ASB/11(b) | <p>FIP Conference 2015</p> <p>Prior to giving an update on the 2015 conference HG announced that the 2018 FIP Congress will be held in Glasgow and be run by the RPS, a decision which had been very well received by delegates. AS added that there had been real support and confidence in the conference being held in Scotland and the Society should therefore look to be proud of this achievement and use it as an opportunity to promote our work internationally.</p> <p>Overall the 2015 conference had been a very good one, especially in terms of increasing the profile of the RPS. During the conference the Society had signed a Faculty agreement with Iceland and a Memorandum of Understanding with Japan as well as increasing interest and engagement with many other countries. This showed how valued Faculty is across the globe and thanks were extended to CD for getting this agreement in place. It is</p> | |

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| | | <p>hoped that the agreement with Iceland will yield ~200 Associate members (ie every pharmacist in the country) by the end of the year.</p> <p>CA ad LH were commended on gaining Fellowship of FIP.</p> <p>HG asked that if members had any useful overseas contacts they should share them with colleagues. DC added that he would be going to Sudan next week and asked that any useful promotional information on the Society/Faculty etc be forwarded to him.</p> | |
| 15/11/ASB/11(c) | 15/11/ASB/11(c) | <p>Honorary Fellowship nominations</p> <p>AS felt that there were a number of people deserving of recognition for the work they do/have done on behalf of the pharmacy profession and he was therefore seeking nominations for Honorary Fellowship and Membership for consideration at the April Assembly. Nominations should be submitted to AS in the first instance, according to the process detailed in the paper provided. CD suggested that an annual awards ceremony be considered and that an awards ceremony could also be held during FIP 2018.</p> | |
| 15/11/ASB/12 | 15/11/ASB/12 | <p>Date of next meeting</p> <p>Noted that the date of the Assembly Working Day would be Tuesday 5th April and the Assembly Meeting would be Wednesday 6th April.</p> <p>ACTION - AD to send out diary invitations for these dates.</p> | AD |
| 15/11/ASB/05 | 15/11/ASB/05 | <p>Any Other Business</p> <p>Publication of Members' Expenses</p> <p>SG informed members that the RPSGB had published expenses of elected members annually and questioned why RPS did not do the same. As publication of expenses helped moderate people's behaviour and was very useful for transparency she proposed that, from the next AGM, expenses for all Assembly and Board members be published on-line. SG suggested the information should give the total amount paid out in expenses, broken down per member, but that a fuller discussion would be needed as to which details should be included. Members AGREED to this in principle and asked that a paper be produced for the April Assembly meeting outlining the various options, including information on what other Royal Colleges did in this area.</p> <p>ACTION – SR</p> | SR |

ACTION SHEET

| Item | Action | Who by | When |
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| 15/11/ASB/04 | Catherine Armstrong to be approached to write a piece on Board membership for PJ 4 page candidate supplement to be included in PJ and Clinical Pharmacist Election emails to be made more engaging | HD HD/MB/AM/AD HD/MB/AM/AD | As soon as possible April 2016 April 2016 |
| 15/11/ASB/07 | Pharmaceutical Scientist, Academic and Lay members to be contacted re extending terms of office to July 2017 | HG | As soon as possible |
| 15/11/ASB/08 | Assembly members to be approached for expressions of interest for Audit & Risk Committee membership | AD | As soon as possible |
| 15/11/ASB/09 | Update on future plans for museum and programme of exhibitions to be produced for April Assembly meeting | CD | Mid March 2016 |
| 15/11/ASB/12 | Diary invitations to be sent for April Assembly meetings | AD | As soon as possible |
| 15/11/ASB/05 | Paper outlining options for publishing Assembly members' expenses to be produced for April Assembly meeting | SR | Mid March 2016 |