

Minutes of the meeting of the English Pharmacy Board - Open business

Minutes of the meeting held on 8th February 2016 in the Events Room at The Royal Pharmaceutical Society, 66 East Smithfield, London E1W 1AW

Present

Sandra Gidley (Chair)
Catherine Armstrong
Sibby Buckle
Anthony Cox
Aamer Safdar

Claire Anderson (Vice Chair)
Martin Astbury
David Carter
Mike Hannay
Tony West

In Attendance

Helen Gordon
Howard Duff
Patrick Stubbs
Alice Dartnell
Neal Patel
Julia Robinson
Heidi Wright
Charles Willis
James Dunlop (from 12 noon)
Yvonne Dennington

Chief Executive
Director for England
Director of Marketing and Membership
Local Engagement Lead
Head of Corporate Communications
PJ correspondent
Practice and Policy Lead for England
Head of Public Affairs
Public Affairs intern
Secretary to English Pharmacy Board

Apologies

Sultan "Sid" Dajani
Deborah Evans
Mahendra Patel
Ash Soni

16/19 Welcome and Introductions

The Vice Chair welcomed EPB members and staff to the meeting. She gave apologies for the Chair who was going to be a few minutes late. Ash Soni had also given apologies for the open session and would be joining the meeting at 12 noon.

16/20 Apologies

Apologies were received from Sultan "Sid" Dajani, Deborah Evans, Mahendra Patel and Ash Soni.

16/21 Declaration of Interests

The English Pharmacy Board noted paper 16.02/EPB.03

16/22 EPB Business Plans – 2015 and 2016

The English Pharmacy Board noted papers 16.01/EPB.04 (a) (2015) and (b) (2016)

Business Plan 2015

Howard Duff explained that paper (a) was just for noting and that this would be the last time the 2015 business plan would be discussed at a meeting.

With regard to action point 15/115 in relation to the Annotation of prescriptions – Martin Astbury reported that he has a suggestion for a more appropriate title for this initiative. Howard suggested that more time be given to this at the April meeting and that a meeting be arranged with PSNC to move this forward.

Business Plan 2016

The 2016 draft business plan (b) was tabled for discussion. Howard sought the view of board members on the style of this business plan.

There was recognition that much of the work of the EPB in 2016 would be steered by the outcomes of DH letter of 17 December, therefore at this stage it is difficult to plan what work will need to be done, but it is clear the RPS will be working closely with DH.

Howard emphasised that the EPB business plans will be closely aligned with the five year strategic goals of the RPS as contained in points 1 – 6 of the paper. These goals will be formally agreed by the Assembly at their meeting in April 2016.

The draft business plan for 2016 is based on the priorities agreed by the EPB at their working day in October 2015. The importance of having SMART objectives was raised in order to have a tool of measurability on progress. Howard asked Board members to submit their comments to him on the draft and undertook to circulate an updated plan by the end of February 2016.

Action: Bring annotation of prescriptions back to the April meeting and arrange meeting with PSNC on this issue.

Action: Board members to submit comments on draft EPB business plan 2016.

**Action: Updated plan circulated to Board members by end of February 2016
– HD**

16/23 RPS Conference Update

Sandra Gidley arrived at this point (11.15am), apologised for being late, and took over the chairing of the meeting.

Claire Anderson tabled a draft conference programme. Claire reported that the chairs have been appointed and the programme is in the process of development. After much discussion it has been decided that the Chief Pharmaceutical Officers session will remain as a plenary session and the management of this session is ongoing with those involved.

The issue of involving Board members in programme sessions was raised. Ideas in relation to this are to be fed back to either Claire Anderson, Anthony Cox or Patrick Stubbs. The importance of board members attending programme sessions was highlighted, as this gives a good impression to members and demonstrates engagement.

There was some discussion about fringe events including a meeting of all board members across the countries and an LPF meeting. Patrick Stubbs said that the conference committee's primary concern is the programme for the conference – events outside of this will need to be arranged by those concerned with a view to not distracting from the purpose of the conference itself or its exhibitors. Discussion continued around appropriate times for these meetings to take place and the issue of having a presence on the RPS stand.

The Chair suggested that the issue of a joint board event be discussed at PLBB to gauge the appetite for such an event and requested that Alice Dartnell take views from LPFs (across all 3 countries) on the need for an engagement event at the conference. Consideration is to be given as to why these events are necessary and the outcomes required from such meetings.

Board members were reminded that if they would like to speak at a session they should be proactive and consult with the conference committee, preferably via the board leads. Claire advised that the next meeting of the conference committee is scheduled for April.

Action: Feedback on board involvement at Conference sessions to CA/PS/AC – All board members

Action: Raise the issue of a joint board event at the RPS conference at PLBB - YD

Action: take views from LPFs (across all 3 countries) to understand the requirements for an LPF engagement event at the RPS conference – AD

16/24 Welsh Position Statement relating to all board members becoming members of the Faculty

The English Pharmacy Board noted paper 16.02/EPB.06.

The Chair informed the board that the Assembly has requested that this issue be discussed by the other board members.

After a lengthy discussion the English Pharmacy Board stated that they were unable to sign up to the Welsh Position statement. Members felt that the statement was draconian and was probably unlawful. It is not possible to dictate that elected members must be members of the Faculty. Ultimately it will be for the electorate to decide whether or not faculty membership is a factor relating to electing candidates.

The following actions were suggested-

- (i) Revisit the workforce vision in light of this statement - HD
- (ii) Review the Scottish Board minute of this item - YD
- (iii) Consider an insertion on the election candidate nomination form for 2017 relating to membership of the faculty – HD/YD/Alison Douglas
- (iv) Review English Pharmacy Board minutes in relation to EPBs position on the faculty - YD
- (v) Consider English Pharmacy Board members becoming faculty champions – HD/SG

16/25 Close of meeting

The meeting closed at 12 noon

16/26 Dates of next meetings (2016)

The Chair agreed that an additional meeting should be held in April. As the RPS 175 year celebrations are to be held on the evening of 14th April the possibility of holding an additional day on 14th instead of on 12th is to be investigated. Board members will; be informed in due course as to the actual dates of the next meetings. This additional day in April may result in one of the working days being cancelled later on in the year due to budget constraints.

EPB meeting – 8th February 2016 (additional meeting)

EPB meeting 13th April 2016

EPB working day 14th April 2016 (PLEASE SEE NOTE ABOVE THE MEETING HAS NOW BEEN CHANGED TO 14TH AND CONFIRMED)

EPB induction and working day – 22nd June 2016

EPB meeting 23rd June 2016

EPB working day – 5th October 2016
EPB meeting 6th October 2016

Board Members please note: All of the above dates are to be diarised. Board meeting dates are firm dates but Working Days will only be used at the discretion of the Chair and the Director for England.