

Minutes of WPB Board Meeting held on Wednesday 3rd May 2017

Present: Suzanne Scott-Thomas (Chair); Paul Harris (PH), Vice Chair; Phil Parry (PP); Richard Evans (RE); Fiona Jones (FJ); Cheryl Way (CW); Sudhir Sehrawat (SS); Jamie Hayes (JH); Ruth Mitchell (RM); Mike Curson (MC); Rob Davies (RD); Martin Astbury(MA) President; Mair Davies (MD), Director for Wales; Leanne Suminski (LS) Business Manager (minute taker); Elen Jones (EJ), Principal Policy Lead – (part); Ross Gregory (RG), Head of External Relations- (part); Jodie Williamson (JW), Membership Engagement and Communications Managers – (part); Dr Karen Hodson (KH); Dr Ruth Hussey (RH); Eleanor Marks (EM), Corrine Burns (CB) P J Correspondent, Yvonne Dennington(YD) Secretary to the English Pharmacy Board

In Attendance: Brian Walters (BW), Director of Business Development – (part-VC); Neal Patel (NP), Head of Corporate Communications – (part-VC); Dr Catherine Duggan (part - VC)

Apologies:

Item number and heading	Related paper/s	Notes and actions	Action by	Status
18/01 Welcome & Introduction		The Chair opened the Open business meeting and welcomed all Board members, the President, and Interim CEO. The Chair advised the meeting that MC will need to leave after lunch while BW, NP and CD will be dialling in via video conferencing.		
18/02 Apologies for absence		To note apology;		
18/03 Declaration of Interest (DoI)		JH advised that he has submitted changes to LS.		
18/04 Minutes	17.02/WPB/04	The Welsh Pharmacy Board received and approved the minutes of the open business meeting held on 2 nd February 2017 and confirmed it as a true record of the meeting.	WPB	Completed

<p>18/05 Matters arising from the Open Business of the Welsh Pharmacy board meeting that is not specifically included in the agenda</p>		<p>The following items were raised for an update;</p> <p>17/05 – The Chair confirmed that the Director met with Dr Nicholas Reid, Consultant Antimicrobial Pharmacist for Wales. RPS will work with Dr Reid to develop core competencies for AMS based on the foundation and advanced practice faculty framework.</p> <p>16/103 – Long term care policy – Tim Banner to be invited to the next working day.</p> <p>16/108 – MD confirmed KH and she had a productive meeting with Julie Rogers. The Ministerial Task Force has now committed to a baseline workforce analysis to be carried out by WEDS March – August 2017.</p> <p>The Chair commented on there being no election this year as the number of candidates matched the number of vacancies on the Board. She said that it would have been good to have had a competitive process but realised that board members being re-elected unopposed did create stability within the Board and called for Board members to “up the anti” this year. The following comments on the election process were noted:-</p> <ul style="list-style-type: none"> • The process should be improved as currently completing the nomination form is complex and it was questioned if the process needed to be so rigorous. MD requested Board members feedback on the process. <p>There should be succession planning and actively involve members before the election</p> <ul style="list-style-type: none"> • ‘Board Buddy’ is needed to help those interested to vote and stand to go through the process together as this may prompt new members. <p>Chair advised that the Elevator Pitch was not completed and will be undertaken on the next working day.</p> <p>There is an appetite in Government for greater understanding of hospital pharmacy – it was suggested that there be a video commissioned to demonstrate this.</p> <p>RD – Requested that there also be a briefing that should include primary care. Also this brief should include talking to WPP.</p>	<p>MD</p> <p>MD/ TB</p> <p>MD</p> <p>Board members</p> <p>Board members</p> <p>MD</p>	
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18/06 Any other Business		<p>AM stated that we need to enhance the Science Board and change how we work with Scientific colleagues. The Board agreed.</p> <p>MD – ATM on hold.</p>		Ongoing

<p>18/07 Governance Handbook 2016/17</p>	<p>3.05/WPB/07</p>	<p>Action - Chair advised Ash will be providing alternative wording regarding the casting vote when voting for vice chair and will report back the update on the Friday email.</p>	<p>Chair</p>	
<p>18/08 Leadership in Wales Welsh Directorate Update</p>	<p>3.05/WPB/08 3.05/WPB/08(i) 3.05/WPB/08(ii)</p>	<p><u>Welsh Directorate update</u></p> <p>MD updated on the Business plan activity which is all recorded in the OPP.</p> <p>Long-term - MD stated that the Welsh BP has fallen behind schedule and the team will now be focusing their time on the Welsh activities but will be able to deliver by quarter four.</p> <p>We will be recognised by members and the public for the work we do - 2.5 – MD stated that this should now be Red not Amber, as GB project which has not been stated by CC</p> <p>Membership Targets - 6.4 - MD – Behind with renewals and membership but there have been problems with the new website.</p> <p>Work streams – 6.5 – Team have been travelling to Scotland and England trying to establish new ways of working for Corporate Comms and are currently finding it difficult to deliver the Welsh Pharmacy Board Plan MD advised it has been a challenging few months, using Catherine Ward (Temp staff) as and when she is needed. John Mackerel is starting next week, this should make campaigns work easier. The Administrator role is not being replaced but the new Business Manager Leanne Suminski is now on board.</p> <p>RPS Faculty, Foundation and Pre Foundation Frameworks 3.2</p> <ul style="list-style-type: none"> • Chair stated even when it is Green is doesn't mean we can sit back • Lack of resources at RPS. Board need to think how they can work to support members. • AM –due to the cost reduction exercise in 2016, there is a need to look how best to invest in priority areas Faculty is the USP of the RPS. How we promote and market our products needs to be looked at closely. Board business plans are ambitious – need to look at what is important in order to grow the membership and prioritise the key things that will make a difference to members. 	<p>MD</p>	

		<ul style="list-style-type: none"> • PH confirmed that Boots will pay the cost of £300 for faculty submission. <p>Suggestions around the table were as follows:</p> <ul style="list-style-type: none"> - Need positive Comms and resource; - Cost is a barrier - Need motivation to do Faculty if money is tight, if it's not needed for the job people are going to put the money towards more important things such as annual holidays etc; - Going to be a lot of work for Community Pharmacists; - Rolling submissions may be demotivating - Update on Accreditation; - 20 different action learning sets; - Revalidation pilots RPS and GPHC – Not capitalising on what has already been done – the two models are very different; linking faculty with CPD/revalidation is a key point <p>Action – All to feedback to EJ by next week's teleconference so it can be agreed – Barriers we need to be aware of. Report to be sent to faculty review.</p> <p>Chair confirmed that this is to remain on the agenda.</p> <p>Further discussion continued on EPS – CW stated that there is no strategy in Wales for EPS and nobody in Welsh Government have asked about the system</p> <p>Action – It was suggested raising this with the ministerial taskforce and talk to Chair of RCGP. RCGP need to be involved if EPS is going to happen in Wales. It was agreed to discuss this in more detail at the working day.</p> <p>Chair discussed the knowledge interface tool kit which RPS is currently developing and the RCGP challenges on mentoring and independent prescribers. AM said there were opportunities for a multi-disciplinary training workshop looking at core competencies for the whole team. Many pharmacists in different sectors need support such as NHS 111 pharmacist and pharmacists working with AMR. MD added that work was ongoing with WCPPE and RPS</p>	<p>MD</p> <p>MD</p> <p>MD</p>	
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	03.05/WPB/10	<p>looking at this. It was noted that the RPS will not be providing training, their role is to accredit training.</p> <p>MC observation – MC felt that we are getting too involved and not just providing guidance. MD advised that more discussion will take place with TESC, WPP and WCPP.</p> <p>PP felt that we need to see how we can help Pharmacists engage - self accreditation and how we do it.</p>	MD MD and MC	
18/09 Chair's Update	3.05/WPB/9	<p>The Chair asked the Board to note her report Key issues discussed were:-</p> <ul style="list-style-type: none"> • RPS Wales Medicines Safety Conference 2017 • Welsh Pharmacy Partnership key work stream – unscheduled care • Meeting with RCGP Chair Rebeca Payne. 		
18/10 Consultation and policy update And 18/10 (1) Key Policy Statements formed by consultation responses	3.05/WPB/9.10	<p><u>Consultation Update</u> EJ presented her paper and advised of quick turnaround times expected by the Welsh Government.</p> <p><u>Dementia Strategic Plan Consultation</u> EJ – Good feedback and content. Keen on getting more Case Studies for the consultation. EJ said that they were trying to reduce the amount of consultations but they are all very important. EJ stated that she was aware that there is a lot of extra work for the Chair and Board to sign off and therefore created a sign off process which was discussed and the Board agreed to adopt. The Chair said this would be picked up in the working day.</p> <p>PH was pleased to hear that there was going to be a process in place. He stated that going forward we need to be brave and say that we're not going to comment. Need to track process better and need to have feedback afterwards from EJ.</p> <p>Action – EJ to provide feedback</p>	EJ	

<p>18/10 (2) Public Affairs Update</p>	<p>3.05/WPB/9.10</p>	<p>Public Affairs – for noting purposes</p> <p>RG briefed on the current activities in the Wales office :- PR / Media – Vice Chair on Primetime TV representing RPS PA Steering Group met on 1st March TOR reviewed – Board to approve TOR and autonomy of the group and any contentious issues are to be brought back to the board for discussion Action: TOR to be circulated in Friday email New Digital Marketing Assistant John Mackerel starting next week.</p>	<p>RG</p>	
<p>18/10 (3) Member Engagement</p>	<p>3.05/WPB/8.4</p>	<p>JW briefed the Board on the recent member engagement activities. Coordinator roles now out to advert and need to be circulated more widely as only a small amount of interest so far. Closing date 11th May 2017.</p> <p>PP commented on centralised accounting to which AM responded that this required more of a process and therefore a handbook is underway and will be ready in time for the new coordinators – JW and Anna Marie McGregor currently working on this. It was noted that AM advised that Wales is ahead of England at the moment. Scotland is working well also and thinks that digital technology is the way forward. Chair thanked JW for her input and all her help. JW confirmed that the Student night was taking place tomorrow at Redwood which will give students the opportunity to practice interviews followed by the Fellows Event on 11th May. JW advised that there were also positive comments on Facebook.</p> <p>RPS Conference KH raised the question on Posters and Abstracts – AM explained the reason behind not including abstracts into this year’s conference which was due to issues at last year’s conference and none of the issues being resolved. He stated how pleased he was with how things were progressing and the content was good including good speakers. AM stated that Science elements will be embedded into the conference and lots of work is being done on a daily basis. The conference will be an item of report at the Executive team meeting to monitor progress.</p>		

		<p>JH expressed how impressed he was so far with the RPS Conference 2017, he is having a positive experience as a speaker, AM welcomed the feedback.</p> <p>Chair stated that there is an expectation for board members to attend the next conference in September. KH advised that more PR is required on this conference to advise members of changes and improvements as so many people have been put off by last year's conference. AM assured the Board that this is being worked on</p> <p>JW – conference draft programme to be circulated via Friday email.</p> <p>JW – ask for induction ideas for the new co-ordinators via the Friday email</p>	<p>JW</p> <p>JW</p> <p>JW</p> <p>JW</p>	
<p>18/11 Board Members updates</p>		<p>The board updated as follows:--</p> <ul style="list-style-type: none"> • CW 2018 Glasgow conference committee met recently. There will be no promotion of FIP 2018 Glasgow until after FIP 2017 in Korea therefore a save a date in your diary is needed. It was discussed that promotion leaflets for FIP 2018 would be a great idea for handouts at the RPS conference and Meds Safety conference. It was advised that the last FIP conference was well attended but was very expensive and therefore people may need to budget plan to attend. • Chair advised that a flyer should go out with the Friday email and the flyer put on the networks too. MA stated that we need to communicate more and make everyone aware that FIP is being held in Glasgow 2018. CW suggested that we should have someone at exhibitions and events promoting and getting sponsorship in, this person has not yet been appointed. The main speakers have not yet been confirmed. • Noted that by 27th June, need to advertise the Med Safety Conference scheduled Nov and RPS in Sept. 	<p>CW</p> <p>JW</p>	

<p>18/12 Parliamentary review into the future of Health and Social Care Dr Ruth Hussey – Chair of the Parliamentary Review Group</p>		<p>RH briefed the board on the purpose and vision of the Parliamentary Review. The key messages included:</p> <ul style="list-style-type: none"> • There is a desire to draw in expertise from outside Wales – looking internationally; • The review is cross party and independent • There is good engagement with Social Care Sector equal partners; • There will be an interim report; • The vision is aiming to look 5 – 10 years ahead; • The review will be taking oral and written evidence and will also be engaging with the public for their views; • The review will also be looking at the challenges that rural practices face, learning from international models and how access to Welsh Language can be maximised. • A multi stakeholder event is being held on 31st May 2017 and RH will send details of the event. <ul style="list-style-type: none"> • Comments can be emailed or posted to gov.wales/futurehealthsocialcare. <p>Questions and comments followed and the board raised the following issues :-</p> <ul style="list-style-type: none"> - Wales needs one service not multiple and that there was a lack of consistency; - The profession is moving forward and needs to be adaptable and flexible and there is a good skill mix. Primary Care in hospitals is developing and Pharmacists are working closely with patients and recognising changes in their care/health. - Professions have different contracts and incentives are needed to capture multi – disciplinary working. - Less duplication of roles is needed, what needs to change? – Contract – patient behaviour. There is much interest in social prescribing and there is a need for more preventative approaches and there is a need to look how we are connected – IT, a team – are there better ways of providing care? - There are barriers with IT regarding the referral process between social services and health care - The issue of the inability to send prescriptions electronically needs progressing; 	
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18/13 Any other business		None noted.		
18/14 Key Messages from the Meeting		<p>1.Conferences</p> <ul style="list-style-type: none"> - Save the date FIP 2018 Glasgow - Save the date Meds Safety Conference - Wales - Save the date RPS conference – September <p>2. Member Engagement – achievements so far</p> <p>3. Oral evidence to H&SCC on Primary Care</p>	JW JW RG	

		<p>4. Confirmation of Board membership – demonstrating stability but also about encouraging others to stand next year – succession planning – supporting new members and inviting them to attend open business at board meetings</p> <p>5. Invite new co-ordinators to attend next board meeting</p> <p>6. align ourselves with new job opportunities – lobbying and public affairs will translate into new jobs for pharmacists</p>	JJW RG	
18/15 Date of Next Meeting		<p>Note: WPB agreed that the working day would be 21st June 2017.</p> <p>Tweet that RH joined the meeting and that it was an opportunity for the Board to influence the review</p>	(Welsh Directorate)	
18/16 Items circulated for information only	3.05/WPB/16 (i) and (ii)	<p>Board noted the papers.</p> <p>Open Business closed at 2.15pm – KH left the meeting at 2.30pm</p>		