

WELSH PHARMACY BOARD

Minutes of the meeting held Wednesday, 1 July 2015 at 2 Ash Tree Court, Cardiff Gate Business Park, Cardiff, CF23 8RW

OPEN BUSINESS

Present

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|---------------------|----------------------------------|
| Mair Davies (Chair) | Suzanne Scott-Thomas(Vice Chair) |
| Richard Evans | Gareth Holyfield |
| Paul Harris | Cheryl Way |
| Jodie Williamson | Rob Davies |

In attendance

Ash Soni, President; Angela Grant, Business Manager; Ross Gregory, Health Policy Analyst; Elen Jones, Principal Policy Advisor; Kirsty Luff, Communications Officer; Howard Duff, Director for England (part)

Guest Professor Peter Noyce CBE, Chair of Board of Trustees, Pharmacist Support Rhys Evans, Cardiff and Vale Local Practice Forum (LPF)

Apologies Helen Gordon, CEO; Phil Parry, Board member, Jocelyn Parkes, Director for Wales and Cynthia Langaveldt, Local Relationship Development Manager

Howard Duff (Director for England) took the Chair for the meeting.

15/60 **Welcome & Introduction**

Howard Duff, opened the meeting via video conferencing from London. Howard welcomed the WPB, invited guests and staff.

15/61 **Apologies for absence,**

Apologies were received from the Helen Gordon, Phil Parry, Jocelyn Parkes and Cynthia Langaveldt.

15/62 **Declaration of Interest**

Item 15.07/WPB/03 was circulated for Board to note. Board members were reminded that as part of the governance process, each member should notify the Director and/or in the absences of a Director to the Welsh Office of any amendments to their register of interest.

15/63 **WPB Election of Chair**

The WPB were advised by Howard that one nomination had been received for the position of Chair for WPB. The WPB **affirmed** that Mair Davies was duly elected as Chair of the Welsh Pharmacy Board.

Mair took the Chair for the remainder of the meeting and addressed the Board.

The Chair expressed her gratitude for the Board's vote of confidence in electing her as Chair for her final year. Mair thanked all staff and the Board rallying together during the last couple of months. It has been a very difficult year for the WPB but despite everything we have managed to get Pharmacy at the forefront of the NHS in Wales. We are in a good place and we need to maintain it. Mair congratulated the team for delivering the Business Plan, the Manifesto and Mair noted that there had been a huge achievement in Faculty in Wales.

15/64 Election of Vice-Chair

The Chair called for nominations for the role of Vice Chair.

Two nominations were received from Jodie Williamson for Richard Evans and her nomination was seconded by Phil Parry. The Board also received a nomination for Suzanne Scott-Thomas nominated by Gareth Holyfield seconded by Paul Harris.

The Board then voted. The Chair **confirmed** that Suzanne Scott-Thomas had been nominated as Vice Chair.

The Chair thanked Richard Evans for the absolute sterling work that he has done during the last four years as Vice-Chair.

Suzanne gave a short statement to the Board to support her nomination for the role of Vice-Chair and thanked the Board for their confidence in electing her and confirmed her intention to support the Chair going forward.

The Welsh Pharmacy Board **affirmed** that Suzanne Scott-Thomas was duly elected as the Welsh Pharmacy Board Vice-Chair.

Action

15/65 Election of Assembly member

Nominations were invited from the Board for a member to sit on the Assembly. It was confirmed that self-nomination was permitted in this election process. The Chair advised that a third person was really needed and would look into budgets going forward so that Board members could be observers at the Assembly.

The Board received a statement from Paul Harris and his nomination.

The Welsh Pharmacy Board **affirmed** that Paul Harris was duly elected as the Welsh Pharmacy Board Assembly Member.

Action

15/66 Nomination and voting of Casual Vacancy places

The Chair confirmed that the Board had received five nominations in advance of the meeting as listed paper 15.07/WPB/07.

The Chair confirmed that Fiona Jones was duly **elected** to the casual vacancy place for the Community Pharmacy sector and Mike Curson was duly **elected** for the Primary Care sector.

Action

Howard updated the Board on Homeopathy and Access to Patient Record work that are currently being reviewed by RPS on a GB scale. Board was asked to note that the current RPS policy on homeopathy is not a very strong policy document as it is a public facing document that is view as non-bias. As it is a big issue, the national Boards will be consulted and be involved in the review.

As part of the consultation process, Board has suggested that there should be an opportunity to have an open a debate with members to seek their views on the matter of associate membership.

The Chair advised that the Board had previously requested evidence based results of OTC Prescription findings from Catherine Duggan, Director of Professional Development and Support (PDS) and Jayne Lawrence, Chief Scientist of PDS but the information had still not been provided. Howard confirmed that he would investigate.

Phil Parry, Richard Evans, Rob Davies and Jodie Williamson have put themselves forward to be part of the working group that will be review the current RPS Homeopathy policy document.

Action

Howard informed the Board that at the last Professional Leadership Body Board (PLBB), it was agreed that Access to Patience Records will be the next GB campaign. Access to emergency records will be rolled-out to all community pharmacy in England and a working group has been setup.

The WPB are fully supportive of the campaign and will look to establish a working group to support the campaign work in Wales.

Action

15/67 Minutes of the Open Business of the Welsh Pharmacy Board meeting held on 30 April 2015

The Welsh Pharmacy Board received and **approved** the minutes of the open business meeting (item 15.07/WPB/08) held on 30 April 2015 and confirmed it as a true record of the meeting.

15/68 Matters arising from the Open Business part of the minutes not specifically included in the agenda.

Item 15/33 – 15/09 Title of Vice President. Ash Soni, advised the Welsh Board that the English and Scottish Boards decided to reject the title of ‘Vice-President’ on the grounds that they believed it gave an impression of hierarchy. Both Boards now use the term ‘Acting on behalf of the President’ instead. This will not affect the internal governance going forward. Ash suggested that the Board think about a title that recognises the responsibility of the role of acting on behalf of GB effectively.

Item 15/39 v) – Board agreed that Elen Jones, to contact Emma Hinks regarding her support to the Board working group on Electronic Records working group.

Action

15/67 Call for any other business

The Chair confirmed the following items to be noted as additional agenda item to be discussed later in the meeting;

- i) Welsh Pharmaceutical Committee on 04/08/15 – call for agenda items

15/68 Leadership in Wales

a) Welsh Directorate Update

Angela Grant updated the Board on the Welsh Directorate activities in the last quarter and Jodie Williamson as well as Elen Jones provided updates on the LPF activities.

Jodie informed the Board that British Pharmacy Student Association (BPSA) now has a new President and will be holding their next year's annual conference in Cardiff. Board felt that the current relationships needs to be cemented therefore suggestion were made for Board to consider being more proactive and establish link with BPSA and perhaps to include BPSA in the WPB Programme for next year.

Action

The Welsh Pharmacy Board **agreed** that Board members should link in with LPFs more and to report back on their activities and in particular dates of steering group meetings.

Action

b) Chair's Update

The Chair updated the Board on her activities over the last quarter as Chair as well as Executive Chair and asked Board to note paper 15/07/WPB/11b.

The Common Ailment Service (CAS) evaluation report is currently still on track to be launched here in RPS Office on 29 July. Ross Gregory leading on this is currently liaising with RCGP and the Welsh Government to finalise the invite list and programme.

Board discussed the use of 111 and their involvement in healthcare and signposting to community pharmacy. It was suggested that 111 to be invited to the next Welsh Pharmacy Board meeting in October 2015 and possibly to consider involving them in the Medicine Safety Conference.

Action

c) RPS Conference Update

Richard Evans provided a verbal update on the RPS conference arrangement and confirmed that the Early Bird period has been extended. The Conference fee will be covered by RPS but Board members will have to pay their own travel and hotel expenses. Richard confirmed that the event team has held a block-booking of hotel rooms for Board members.

The Chair suggested that it would be beneficial for LPF's to attend the RPS Conference and to encourage participation, LPFs should consider sponsoring at least one of it members to attend. Board was reminded to contact Cathy Dunstan to confirm their attendance and their overnight accommodation requirement as soon as possible.

Richard also informed that on the social aspects, all three Boards had expressed interest to meet-up on the Saturday night, however as it is a social event the arrangement for this has to be arranged independently through liaising with other board members.

Ash informed that the additional meeting planned for the Tues after the conference is yet to be finalised. Should this meeting goes ahead the President will be looking to cover the cost from his President's budget.

Board was also asked to note that Angela Grant will be on holiday from 7 August for couple of weeks therefore in her absence please forward any queries to the office.

d) Consultation updates and key policy statements formed by consultation responses

Board noted paper 15.07/WPB/11d, appendix 1 on the recent consultation responses submitted in Wales and GB wide.

Elen Jones, asked Board to consider WPB position on pharmacists working with General Practitioners (GPs) and primary care clusters and focus on the three key recommendations.

Discussion took place regarding the need to review current standards out there as there is a danger that pharmacist out there could be using failed framework. Model of Care for pharmacy and medicines management document to support locality cluster development was also discussed. Suzanne has agreed to keep the Board in the loop regarding what is being done in Cwm Taf UHB.

Suggestion were made to explore case studies similar to the summary on care records to paint a picture what the role of pharmacist may look like. Compare Now or Never document and seek resources from the England team.

The Welsh Pharmacy Board **agreed** the following;

- i) To finalise the Pharmacist working with GPs and Primary Care Clusters policy document within the next two weeks and discuss any comments via Wednesday teleconference. Also to make reference of Model of Care for Pharmacy and medicines management in the policy document.
- ii) To setup a working group consisting of Mair Davies, Suzanne Scott-thomas, Fiona Jones, Mike Curson and Rob Davies and review the current standard in pharmacy particularly in competency framework for pharmacist working with GPs and forward the suggestion to Professional Leadership Body Board. (PLBB).
- iii) The Welsh Pharmacy Board **agreed** to have Cheryl Way, Suzanne Scott-thomas and Paul Harris to form part of the Electronic Patients Records consultation.

Actions

Kirsty Luff took the Board through the current communication campaigns in England and asked WPB to consider the aims and rationale of campaigns in Wales particularly with the Pharmacist working with GPs and Primary care clusters policy.

Comments were made that England's campaign on Pharmacist working with GPs got a bit confused. To ensure key messages are delivered successfully, Board asked to ensure the right language and tone is used with the Welsh campaign and seek support from Neal Patel, Head of Corporate Communication.

The Welsh Pharmacy Board **agreed** for the Pharmacist working with GPs campaign to be communicated out to the media through a "call to action" messages and to seek endorsement from groups such as Chief Pharmaceutical Officer (CPO), Chief Medical Officer (CMO), Welsh Pharmaceutical Committee (WPhC), Royal College of General Practitioners (RCGP), Community Pharmacy Wales (CPW), Company Chemist Association (CCA), National Pharmacy Association (NPA) and Royal College of Nursing (RCN).

Action

e) RPS Policy Vision for Wales (Manifesto)

Ross Gregory update the Board on the progress of the RPS policy vision for Wales document – Steps to Better Health and Wellbeing. Board members were thanked for their input and asked to note the content within the document and key call for action which will be used to influence the Welsh Government's programme.

Ross explained that the next step is to send the final document to the translator and once that has been done the document will be sent to the designers to put it into a publishing format. The Chair requested for any further changes to be put forward via the Wednesday teleconference as soon as possible. As part of the next step, arrangements will be made for face to face dialogue with politicians in their autumn session.

On the Communications side, Kirsty Luff, asked Board to look at a campaign to cover the Welsh media which will ensure that important messages are communicated in Wales. Clear recommendations are required for the different groups and Boards and the different sectors concerns that need to be addressed.

The Chair suggested that all Board members should be involved, not just the Chair and to meet with the groups such as CPW, NPA, CCA Wales, RGCP, CPO's within the next month, taking very clear messages.

The Welsh Pharmacy Board **agreed**;

- i) to finalise the document by Friday 17 July 2015 and be signed off by Wednesday 22 July 2015 during a teleconference.
- ii) To produce a summarised version that Board members can use when engaging with politicians
- iii) To have an article on Pharmaceutical Journal

Actions

15/69 Your Care your Medicines (YCYM)

The Chair update the Board on progress since the last meeting. The committee has agreed to develop an action plan to address “Pharmacist engagement in Primary Care Clusters” and All Wales service to prioritise high risk patients”. These next steps has been agreed with Bethan Tranter, Chair of Welsh Pharmaceutical and a meeting has been arranged with Karen Gully and Karen Eveleigh from the Welsh Government leading on primary care clusters.

Suggestion were made to link up YCYM with Your Medicines Your Health and Prudent Healthcare and take it to Bethan Tranter and Howard Rowe. Chair was asked to make the link and establish discussion at three Chair’s meeting.

Action

15/70 Information Management and Technology (IM&T) in Wales

Cheryl Way, provided a verbal update on what is happening in Wales in terms of IM&T, the difference between IHR and summary care in Wales. The following key point were noted;

- The appointment of a new medical director for NHS Wales Information Service (NWIS) – Ridian Hurlle
- IMTP from NWIS has been incorporated and there will be a strategy coming out to lead on IT for NWIS in Wales
- Welsh care record – will be seeing other care records from other places
- Medicines transcribing in e-discharge in Wales. Sending GPs and referrals are also being sent via this method – roll out soon.
- Common Ailment Service (CAS) – an integrated IT system is being built behind the pilot service and MTed has a link to allow hospital patients to ask if they want a discharge letter.
- Access to individual care records – there are a lot of development in this area
- The next big thing is the focus on secondary care pharmacy system where the current system is very outdated that needs updating with access to electronic prescribing system.

Chair thanked Cheryl for her update and was very pleased that Cheryl is now a WPB and her input to the Board going forward will be invaluable.

15/71 Pharmacist Support

The Chair welcomed Professor Peter Noyce, Chair of Board of Trustees from Pharmacist Support and gave a brief biography of Peter and the work that he has undertaken for the charity.

Peter presented to WPB on the work of the independent charity in supporting pharmacist throughout their life. The charity caters their service to individual needs and cover support in Well Being, Financial, Health and other general support including employment advice which is a growing area.

It was felt that uptake on the service in Wales is very low therefore Pharmacist support are seeking for WPB’s support to raise awareness of the charity’s services in Wales. WPB was asked to make Pharmacist Support a charity of their choice,

help spread the word about Pharmacist Support, organize or participate in fundraising events for Pharmacist Support and engage with their 175 activities.

The Welsh Pharmacy Board full supported the work of the Pharmacist Support and would consider the following;

- i) To ask LPFs in Wales in engaging and informing their members of the Charity's services as well as helping to raise funds through their local activities.
- ii) Board members to create awareness of the Charity through their local engagement
- iii) To promote the Charity through member communication such as PharmaCymru
- iv) With the support of the President, WPB would consider proposing an option to contribute to the charity through RPS membership fee renewal process.

Peter concluded his presentation by thanks the Board for their hospitality and the opportunity to present to the Board.

15/72 Modernising Pharmacy Careers (MPC) in Wales

Janet Gilbertson, MPC Lead in Wales provided a verbal update on the progress of the Modernising Pharmacy Careers Wales programme that has three Workstreams in Wales.

Janet explained that the focus for MPC over the last few months has been to widen engagement and involvement in the work and push forward with the proposed next steps of the programme. WPB was asked to get on board with support from other bodies in supporting the programme.

WPB discussed the next steps within the Workstreams and the issue of what appears to be fragmented Workstreams in Wales and gaps within the current workforce.

The Welsh Pharmacy Board **agreed;**

- i) to keep a watch and brief on the programme and will consider inviting Janet to be involved in the workforce planning work currently developed in RPS.
- ii) To explore the option of delivering a simple and clear message of the workstream programme through the Board engagement programme to deliver the RPS Wales manifesto and YCYM.

Action

15/ 73 Medicine Safety Conference

Board was asked to note paper 15.07/WPB/16. Ross Gregory informed the Board that following the first working group meeting, discussion took place regarding shaping the conference programme and possible joint working with Public Health Wales/1000 Lives plus. The group agree on the several key recommendations as note on the paper with a conference theme focusing on multi-disciplinary working and medicines safety, with a working title of Medicine Safety – Everybody's Business. The attendees of the meeting were very supportive and suggestions were made to explore several key inspirational speakers particularly from patient's perspective.

Board came up with several suggestions such as Neil Mascary from NICE, Brian Eden, an ex-army Colonel currently residing North Wales, Liz Butterfield from the English Pharmacy Board, New Director of 1000 Lives Plus. Suggestion was also put forward to ask the Chief Pharmaceutical Officer Wales, Roger Walker to Chair the morning session with invite to the Minister to do session in the morning programme. To note Ash Soni will be on leave on 21 and 22 October.

Discussion also took place on the issue of delegate charges for members and non-members.

The Welsh Pharmacy Board **agree** the following;

- i) to Jointly host the 2015 Medicines Safety Conference with 1000 Lives Plus/Public Health Wales with a caveat that there is clear line of responsibility drawn between the two bodies to ensure RPS does not lose its identity of as the conference lead.
- ii) To invite the Health Minister to speak at the conference in the first instance before approaching his deputy or other key note speakers
- iii) that depending on 1000 Lives Plus's contribution, it was agreed to leave the pricing structure to the working group who will be responsible in ensuring that RPS members will be able to retain their membership benefit as well as RPS will not go over budget.
- iv) To explore the possibility of obtaining sponsorship with other bodies that will be key players of the multi-disciplinary theme.

Actions

15/74 Any Other Business

Board discussed the following items;

- GP Campaign Update on IM&T
- GP and Primary Care Plus to Campaign Trust
- Care Homes – January 2016

15/75 Matters to Report

The Welsh Pharmacy Board noted the papers that were presented as matters to report;

- i) RPS Professional Standards Update
Phil Parry commented that he is very pleased to see that RPS are doing something on Biosimilars and this needs to be shared and ensure that people understand the new concept. Chair suggest this will be taken to PLBB.
- ii) Museum and Library Update
- iii) Science and Research Update
- iv) Notes of weekly teleconferences – *circulated on Friday emails*

15/76 Key Messages from meeting

The Welsh Pharmacy Board confirmed the following key messages for publication in Pharmaceutical Journal and the RPS website.

- The work going ahead on the IMT Working Group
- The Joint Campaigns
- The appointment of new Welsh Board members
- New starter – Iwan Hughes (Intern) – starting on Monday 6 July 2015

The Chair advised the Board that Kirsty Luff is leaving RPS Wales on 14 July 2015. The Chair and Board wished Kirsty lots of luck in her new role and thanked her for all of her hard work whilst working at the Cardiff office.

The Open part of the business meeting closed at 2.30pm

Next meeting:

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| WPB Induction and Development Day | 14 July 2015 |
| WPB Working Day | 17 September 2015 |
| WPB Meeting | 15 October 2015 |