

**Minutes of WPB Board Meeting held on Thursday 28 April 2016**

**Present:** Suzanne Scott-Thomas (Chair); Paul Harris (PH) , Vice Chair – part attendance; Gareth Holyfield (GH); Phil Parry (PP); Richard Evans (RE); Fiona Jones (FJ); Cheryl Way (CW); Rob Davies (RD); Karen Hodson (KH)

**In Attendance:** Darren Hughes (DH), Director of Wales, GPhC; Tim Banner (TB), Consultant Pharmacist (part); Angela Grant (AG) Business Manager (minute Taker); Ross Gregory (RG), Head of External Relations; Elen Jones (EJ), Principal Policy Lead; Jason Bartlett (JB) and Jodie Williamson (JW), Membership Engagement and Communications Managers; Julia Robinson (JR), RPS Correspondent.

**Apologies:** Ash Soni (AS), President; Mike Curson (MC); Mair Davies (MD), Director for Wales;

Item number and heading	Related paper/s	Notes and actions	Action by	Status
16/29 <b>Welcome &amp; Introduction</b>		<p>The Chair welcomed everyone and informed that Tim Banner, Darren Hughes and Helen Gordon will be joining the meeting later on.</p> <p>The Chair announced her congratulations to PP on his appointment as Chair of Community Pharmacy Wales (CPW) and EJ for qualifying as Faculty member.</p> <p>The Chair also announced that GH has decided not to stand again for election this year therefore this will be his last WPB meeting. She thanked GH for his contribution to the Board for the last three years and hoped he continue to contribute and support the work of the Board and RPS.</p> <p>GH thanked the Board and staff for giving him the opportunity to be part of the Welsh Pharmacy Board member and explained that his decision not to stand was due work commitment however he had hope to continue to support the work of the Board where possible.</p>		

16/30 <b>Apologies for absence</b>		Apologies were received from Ash Soni, Mike Curson and Mair Davies		
16/31 <b>Declaration of Interest</b>	16.04/WPB/03	Board members were reminded that as part of the governance process, each member should notify the Welsh Office, AG of any amendments to their register of interest. It was highlighted that this paper needs updating annually and Board should also declare their interest based on any specific agenda item.	WPB	completed
16/32 <b>Minutes of the Open Business of the Welsh Pharmacy Board meeting held on 4 February 2016</b>	16.04/WPB/04	The Welsh Pharmacy Board received and <b>approved</b> the minutes of the open business meeting (item 16.04/WPB/04) held on 4 February 2016 and confirmed it as a true record of the meeting subject to the following amendments:- 16.08 – vi) spelling error on the acronyms of Choose Wisely Wales (CWW) 16.09 – c) spelling error for Principals to Principles	AG	Completed
16/33 <b>Matters arising from the Open Business of the Welsh Pharmacy board meeting that is not specifically included in the agenda</b>		The Chair asked to note that item on National Board Election 2016 has not been included on the agenda and sought clarification if the candidacy for election had been publicised.  AG confirmed that the candidacy information has been published on RPS and PJ websites and provided details of the five candidate and their relevant represented sectors. JR agreed to circulate the PJ website link to be shared with WPB.	JR/AG	completed
16/34 <b>Any other Business</b>		The following items were noted under any other business and to be discussed later in the meeting:- i) Medical Workforce	KH	
16/35 <b>Leadership in Wales</b>	16.02/WPB/07.1	a) Welsh Directorate Update EJ provided a brief update on the Welsh Directorate Q2 activities whereby just about all work stream have been achieved apart from the production of Pharmacymru. EJ		

		<p>explained there has been some considerable delay on the production of the newsletter due the decision to produce printed version rather than the digital version that has been produced over the last two years and the printed copies were mainly targeted for non-members.</p> <p><u>Operational Plan 2016</u></p> <p>WPB asked for the following;</p> <p>i) To consider the need to have Welsh version of RPS current standards and guidance</p> <p>ii) To explore the possibility of obtaining Welsh language funding through Welsh Government</p> <p>iii) No mention of cluster pharmacist in the Operational Plan.</p> <ul style="list-style-type: none"> <li>• To consider developing a public facing document on the role of pharmacist by liaising with Catherine Duggan and her PDS team</li> <li>• Explore the idea of using the public facing document with national campaigns</li> </ul> <p>iv) Explore the idea of linking in with other Royal colleges and organisations e.g. CPW to post on their website and other communication channels</p>	EJ EJ  EJ EJ	
16/36 <b>Chair's Update</b>	16.02/WPB/07. 2	<p>WPB noted the Chair's report circulated prior to the meeting and received a verbal brief from the Chair.</p> <p>The Chair congratulated on the success of the North Wales Care Homes launch and asked to review and compare the invite list to the event in South Wales and how best to promote such event to grass root healthcare professions.</p>	EJ	
16/37 <b>RPS Wales Member Communications Strategy 2016</b>	16.04/WPB/07. 3	<p>JB provided a brief update as outlined in the paper and facilitated WPB discussion on the request for press subscriptions and request to form a communications working group to form a RPS Communications Strategy 2016.</p> <p>Board discussed the cost effectiveness of digital subscription as opposed to printed subscription and queried the effectiveness of printed publication as to other methods of communications channels such as the effective use of social media.</p>		

		<p>The WPB agreed on the followings;</p> <p>i) To setup a communications working group compositing volunteers from Board members</p> <p>ii) To develop a Communications strategy in Wales the Board has asked for the working group to consider communications’ strategy from healthcare professional bodies and report back at the WPB meeting in June.</p> <p>iii) To explore and develop the effective use of social media channels, through surveys and sharing of information with GB social media team and other royal colleges</p> <p>iv) Request for press subscription has been differed to Welsh Directorate budget as this was considered as operational cost</p>	<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>	
<p>16/38</p> <p><b>Member Engagement</b></p>	<p>16.04/WPB/07.04</p>	<p>Board received update from JW on the LPF Q2 activities and discussed in length on the possible opportunity to rebrand and promote LPF to new members.</p> <p>The WPB noted the member engagement activity since in Q1, the activity around Research Ready and agreed on the followings;</p> <p>i) Agreed to the proposals of reinvigorating the LPFs</p> <p>ii) Agreed that LPFs should be renamed RPS Locality however, Board has asked before a decision is made, to explore other models from other Royal colleges and what their sub-groups are named or identified as.</p> <p>iii) To use the renaming of LPF as a vehicle to;</p> <ul style="list-style-type: none"> <li>• recruit steering group members by reiterating the personal and career development opportunities as a member</li> <li>• To develop a communications strategy to promote the rebranding</li> </ul> <p>iv) Chair has request further information regarding the research coordinator role in Wales</p> <p>v) Board supported the Research Ready and Good Clinical Practise training event on 16<sup>th</sup> May and asked for it to be promoted as widely as possible by including independent pharmacies such as Shepherds and pharmacy technicians.</p>	<p>JW</p> <p>JW</p> <p>JW</p> <p>JW/JB</p> <p>JW</p>	
<p>16/39</p> <p><b>Consultation updates and key policy statements formed by consultation responses</b></p>	<p>16.04/WPB/07.05</p>	<p>Board noted the paper on recent consultation responses submitted in Wales and GB wide and EJ walked through the key policy statements and the delivery plan for those consultations.</p> <p><u>Antimicrobial Resistance Delivery Plan</u></p>	<p>EJ</p>	

		<p>i) In recognition of the importance of this piece of work, board has asked for any articles on Antimicrobial to be published in the local media such as the Daily Post and Western Mail.</p> <p>ii) With the current RPS website development, to consider posting public facing information on the importance of antimicrobial resistance delivery plan.</p> <p>iii) To seek guidance from Catherine Duggan and her team regarding the delivery of the antimicrobial plan in Wales</p> <p>Domiciliary Care</p> <p>i) To respond to DoH consultation by 5<sup>th</sup> May.</p> <p>Care Homes campaign</p> <p>i) To explore the possibility of using Care homes as the driver for the Senedd reception in the autumn</p> <p>ii) Though LPF activities, EJ has been asked to speak to Martin Deardon regarding polypharmacy, FALLS on public health initiatives and work of other professions such as Physiotherapist and Optometrists.</p> <p>iii) WPB supported the idea of creating a hub on the RPS website to promote the care homes work however, Board would like EJ to do some scoping exercise in the first instance by looking at other sites such as Welsh Government and Older People’s commission and how we can promote the work through their websites and marketing channels as well as RPS’s. To report back to Board at June meeting.</p> <p>iv) To invite Chris Martin to attend WPB meeting in June to provide update on PPIG work on cluster pharmacist.</p>	<p>EJ</p> <p>EJ/CD</p> <p>WPB /EJ</p> <p>EJ</p> <p>EJ/JW</p> <p>EJ</p> <p>MD</p>	
<p>16/40 <b>Public Affairs Update</b></p>	<p>16.04/WPB/07.06</p>	<p>Board received an update on public affairs activities for the last quarter and discussed the proposals for activities following the Welsh Election as outlined in the paper.</p> <p>Board queried on the establishment of cross party group and how the coordination of members will be selected. RG explained that Deryn will be involved with the formation of the group.</p>		

		<p>Discussion took place on the remit of RPS's involvement with alliance of Health and Social Care organisation at the 'meet the professions' event and why organisations such as GPs are not involved.</p> <p>The WPB agreed on the followings;</p> <ul style="list-style-type: none"> <li>i) JW to link up with FJ regarding encouraging the pharmacist in North Wales to participate in the 'I love my pharmacist' campaign.</li> <li>ii) to support all eight PA's proposed activities with a caveat of obtaining further clarity as to if RPS is best fit with the composition of the alliance group that will be participating at the 'meet the professions' assembly reception event and further information about Positif. RG to provide the information at WPB Friday email for teleconference discussion</li> <li>iii) To explore the theme, Care Homes would be appropriate and could be delivered jointly with appropriate healthcare organisation for the Senedd reception</li> </ul>	<p>JW/FJ</p> <p>RG</p> <p>RG/EJ</p>	
<p>16/41 <b>General Pharmaceutical Council Update</b></p>		<p>Board received a verbal update from DH on the consultation work on new standards for pharmacy professionals. To get the right standard, GPhC would welcome feedback on the clarity of the standards, if it make sense and if it reflects what is expected from pharmacy professionals.</p> <p>DH explained that these new standards reflect what members of the public and pharmacy professionals told GPhC was important to them in safe and effective care. They also reflect what pharmacy professionals tell GPhC they expect from themselves and their colleagues as part of the healthcare team. Importantly, they recognise that every person should be treated as an individual.</p> <p>Board was informed that the consultation is open until 27 June and encourage to spread the word to friends and family to complete the survey via GPhC website.</p> <p>CfTP Assurance - GPhC are conducting differing approaches to Continuing professional development (CPD) used by professional and regulatory bodies to look into how registrants perceive and engage with current requirements.</p> <p>Board was also asked to note the following;</p>		

		<ul style="list-style-type: none"> <li>• New Council Members Jo Kember, Arun Midha and Mark Hammond</li> <li>• Prescriber Survey</li> <li>• CFtP Pilot – 1000 registrants</li> <li>• Initial education and training standards development</li> </ul> <p>DH has agreed to circulate the report</p>	DH	
16/42 <b>RPS Medicines Safety Conference</b>	16.04/WPB08	<p>Board noted the paper with the initial discussion of the steering group and discussed the recommendations and options outlined by the group for the 2016 conference.</p> <ul style="list-style-type: none"> <li>i) WPB agreed with the suggested theme</li> <li>ii) To provide a right balance of interest, to consider key speakers' presentations such from the Minister and CPO are not too close to each other</li> <li>iii) to explorer sponsorship option with the RPS events team</li> <li>iv) To scope in more in-depth on the value and feasibility of joint or standalone conference and report back to WPB in June</li> <li>v) To provide an option appraisal on income generation and charging policy and report back to WPB in June.</li> <li>vi) To avoid 10<sup>th</sup> Nov as possible date for RPS Medicine Safety Conference</li> </ul>	RG RG RG RG RG RG	
16/43 <b>Update on Care Homes and Unscheduled Care Clinical Reference group</b>		<p>TB updated the Board on the progress of the Care Homes campaign and the success from the recent launch event in South Wales and North Wales. He informed Board that he is currently developing a toolkit on how the policy will look like in practise.</p> <p>TB also provided update on his involvement with the Unscheduled Care Clinical Reference Group setup by the Welsh Government. TB also sits on the National RPS Ultimate Guide for Care Homes which has gone quiet at the moment but will keep a watching brief.</p> <ul style="list-style-type: none"> <li>i) TB to provide an update at the next WPB on the Ultimate guide in National Pharmacist</li> <li>ii) TB informed that he is not able to attend the next Unscheduled Care meeting in June and have asked for MD to attend.</li> <li>iii) PH to provide feedback on the interest of Care Homes from the WPhC</li> <li>iv) WPB have been asked to feed in information to TB to take it to Unscheduled Care meeting.</li> </ul>	TB MD PH WPB	

<p>16/44 <b>Information Technology &amp; Technology Update</b></p>		<p>Board received a verbal update from CW on the IM&amp;T development in Wales and in GB. In March, over 2000 electronic discharges were communicated through the MTeD to GP's in Wales this is the highest month so far.</p> <p>The Choose Pharmacy IT Platform will start live testing the emergency medicines supply functionality within three pharmacies and plan to roll out in August. With Welsh Government funding, it will be rolled out to half the pharmacies in Wales by March 2018. This platform allows the electronic transfer of information to community pharmacies to support discharge MURs and to support the commissioning of the choose pharmacy common ailments scheme by health boards.</p> <p>The All Wales Hospital pharmacy replacement computer system and the electronic prescribing system for secondary care is progress well. The RPS IM&amp;T group seem England focussed and CW asked MD to find IM&amp;T link in Scotland.</p> <p>i) JW to link up with KH for research ready pharmacist available through the University.  ii) CW to notify WPB when the Emergency Medicines Supply testing information will be available on the website.  iii) To explore the possibility of showcasing the work of IM&amp;T at RPS Conference  iv) MD to find IM&amp;T link in Scotland for CW to link-up</p>	<p>JW CW  CW MD</p>	
<p>16/45 <b>RPS Conference</b></p>		<p>RE provided a verbal update and asked Board to note the minutes from the Conference steering group.</p> <p>i) To circulate information regarding the RPS conference via Friday email and request WPB to confirm attendance  ii) RE to keep a watching brief on the involvement of CPO from Wales or to put forward someone of similar status from Wales.</p>	<p>AG  RE</p>	
<p>16/46 <b>Matters to Report</b></p>	<p>16.04/WPB/13i) and 13ii).</p>	<p>Board noted the papers that were presented as matters to report;  i) RPS Professional Standards Update</p>	<p>CD</p>	<p>Completed – no timeline</p>



		<ul style="list-style-type: none"> <li>• To request PDS team to do some scoping work on the number of standards and guidance produced by RPS and the frequency of it being used against the time spent for its production</li> <li>• To find out the timescale of production of the Ultimate guide to support pharmacists working in care homes and in urgent &amp; emergency care</li> <li>• Request Prof. Jayne Lawrence to attend the WPB meeting in June to discuss the evidence based on OTC medicines.</li> </ul> <p>ii) website re-development iii)</p>	CD CD /AG	Completed – JL and Racheal Joynes to attend
16/47 <b>Any other business</b>		<p>The Chair took the following items and discussed with the Board;</p> <p>i) Medical Workforce KH to provide further information on the two events in Swansea and North Wales to be circulated on Friday email for Board members to consider to attend.</p> <p>ii) Well-being of Future Generations (Wales) Act 2015 GH asked for the Act to be noted and ask RPS to ensure all work programme are aligned with the Act.</p>	KH WPB	Completed Completed
16/48 <b>Key Messages from the Meeting</b>		<p>The WPB agreed for the following key messages for publication in Pharmaceutical Journal and the RPS website.</p> <p>The Open part of the business meeting closed at 14.25pm</p> <p>Next meeting: Welsh Pharmacy Board working day – 20 June 2016 Welsh Pharmacy Board meeting – 21 June 2016</p>		