

Minutes of WPB Board Meeting held on Thursday 13 October 2016

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);

In Attendance: Martin Astbury(MA) President; Brian Walters (BW), Director of Business Development –(part); Mair Davies (MD), Director for Wales; Helen Gordon (HG), CEO RPS – (part); Angela Grant (AG), 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); Neal Patel (NP), Head of Corporate Communications – part; Julia Robinson – RPS Correspondence/PJ; Janet Gilbertson, Observer; Steve Symonds, Observer; Mike Francis, Observer

Apologies: Dr. Karen Hodson (KH)

Item number and heading	Related paper/s	Notes and actions	Action by	Status
16/93 Welcome & Introduction		Chair opened the Open business meeting and welcomed all Board members, the President, and guests. Chair asked to note that BW the new Director of Business Development will be joining the meeting at a later stage and HG, CEO and NP, Head of Corporate Communications will be dialling in via video conferencing later on in the morning.		
16/94 Apologies for absence		Apologies were received and noted from Dr. Karen Hodson.	AG	noted
16/95 Presentation of RPS Faculty badges		The RPS President presented the RPS Faculty badges to Janet Gilbertson and Mike Curson.		
16/96 Declaration of Interest (DoI)	16.10/WPB/03	The chair reminded Board members that as part of the governance process, each Board member should inform AG of any amendments to their register of interest.	WPB	Completed

<p>16/97 Minutes of the Open Business of the Welsh Pharmacy Board meeting held on 21 June 2016</p>	<p>16.10/WPB/04</p>	<p>The Welsh Pharmacy Board received and approved the minutes of the open business meeting held on 28 April 2016 and confirmed it as a true record of the meeting.</p> <p>To note grammar error on page 2, 16/62, fifth line..." .. <i>we have a great team.</i>" Remove "<i>got a</i>".</p>	<p>AG</p>	<p>Completed</p>
<p>16/98 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>16/68 – Welsh Directorate’s Update -5.0 -MD updated the Board that she has liaised with Alina Lourie on future Medicines Complete contract for Wales. PharmsPress has already submitted contract for Micromedics and have already spoken to Welsh government for the next contracts.</p> <p>4.2.1 - Chair informed that we have established that Community Pharmacy can now have access the Welsh platform which they were not able to before. Welsh pharmacies now have access through the Athens password. Chair asked PP to take it back to CPW to inform all community pharmacies by contacting Fiona Wood in Medicines Information on UHW for details.</p> <p>2.7 – PP confirmed that the Chronic Condition campaigns was taken forward to the Welsh Pharmacy Partnership group by MD. The group is looking at Unscheduled Care. MD informed that the draft GB Long Terms Conditions policy which will have Scotland, England and Wales specific recommendations that will be tailored with the NHS and Welsh Government. Board was asked to respond and send any feedback as soon as possible to ensure we have the Welsh input.</p> <p>16/72 – PP queried if the Research Ready event has been re-scheduled? MD informed that it is in the process of being rescheduled but it will be delivered in a different format to the one day session to accommodate the audience. It is intended that the event will run in a webinar format in the evenings to accommodate working pharmacist.</p> <p>16/73 – Chair commented on the RPS Conference where she felt that the event was well attended from the Welsh perspective and Welsh elements and inputs were incorporated in the programme. Chair informed that she and MD have provided their feedback to the new</p>	<p>pp</p>	

		<p>Director of Business Development however, reminded WPB to provide their feedback to help the organisation of future conferences.</p> <p>16/75 – MD informed the Board that Ceri Phillips now represent Wales at the Advisory panel and have attended two meeting to date but there is no update for Board at present. A meeting has also been organised with Marion Lyons and Margaret Heignbothom of Public Health.</p> <p>JH asked if he could be contacted by Professor Jayne Lawrence regarding RPS’s work. MD confirmed that she will contact Professor Jayne Lawrence to get in touch with JH. JH also informed that the consultant antimicrobial pharmacist role has been appointed.</p> <p>PP asked the Chair’s permission to contact Professor Jayne Lawrence regarding the OTC evidence based and the quick reference guide for community pharmacist.</p> <p>16/76 – MD to follow-up with Darren Hughes regarding the Welsh specific data and statistics on pharmacist prescribers’ response.</p> <p>16/78i – AG informed that the Assembly has asked the museum team to explore the potential for having RPS Museum displays in the Welsh office so the Welsh office are currently exploring the option as part of the recent refurbishment project. RM also added that Ruth Wakeman has been in touch with all the Board representative to get some ideas as to what could be done with the Museum displays and will be attend a meeting on 24 October.</p> <p>Action – To provide an update at the next WPB meeting.</p>	WPB MD PP MD RM/ AG	
16/99 Any other Business		<p>The following items were noted under any other business and to be discussed later in the meeting:-</p> <ul style="list-style-type: none"> i) Long term condition – item to be covered under consultation and policy ii) Correspondence received regarding the naming of meeting rooms 		
16/100 Governance Handbook 2016/17		<p>Chair reminded Board members to read and familiarise themselves with the Governance Handbook to have good understanding on how the RPS works.</p>		

		Board noted the Governance Handbook 2016/17 edition as approved by the Assembly at their meeting in July 2016.		
16/101 Leadership in Wales	16.10/WPB/8 Welsh Directorate Update	<p><u>Welsh Directorate update</u></p> <p>MD asked the Board to note the updated Operational Plan for 2016 and the Welsh Directorate activities.</p> <p>Board was asked to note the Director's supplementary report regarding the Ministerial Taskforce of the Workforce development and the First Minister's promise on the recruitment, retention and training of GPs and how they are going to support primary care workforce.</p> <p>The next steps were to make similar offer to the wider primary care workforce, to have some targeted marketing campaigns and the development of education and training programme to support the primary care workforce. RPS queried if the recruitment of GPs were successful what the sustainability of primary care system are in Wales. RPS had assurance from the Minister and Richard Lewis that the primary care plan is a long term and courses are being put in place will be sustainable and will be funded in the future.</p> <p>There will also be workshops towards end of October /November around education, training and workforce. Board queried if there are further funding for education.</p> <p>Action - MD agreed to circulate copy to WPB around general practice nurse education and training career framework which is based on the 3E's. MD to take to the Welsh Pharmacy Partnership and the workforce group through Karen Hodson.</p> <p>It was recognised that there are lots of opportunities and support to promote pharmacist following recent comments from Julie Rogers and GP Chair of BMA, Charlotte Jones. MD informed that RPS will be working with Community Pharmacy Wales (CPW) to promote clinical pharmacist to work at the top of their licence.</p> <p>The President commented that RPS should not only talk to individual members but with owners as well and have that conversations on what we can do on the ground.</p>	MD	

		<p>MD commented that RPS has asked for further resources and urgent work on workforce planning around pharmacy including community pharmacist, in primary care.</p> <p>JH commented that in the recent BMA Journal on Urgent Prescription for GPs, it was reported that there is a need to introduce extra skill mix via clusters and add a full-time pharmacist into all practises.</p> <p>MD informed following her visit to the 111 OOH launched and issues such as workforce, staff and resources and training were highlighted. Chair queried if RPS are on top of these issues or is there anything else can be done? Board agreed that more pressure is needed everywhere that is possible. There seems to be no overall Welsh strategy and where</p> <p>MC suggested that there is a need to commission some kind of research to identify the effect of primary care plan on pharmacist in particular. The Chair agreed that there is a need to know for the whole pharmacist profession, what are our baselines and what are our trajectory as it has been done for GPs. RPS Wales are constantly driving the message on every opportunity when engaged with Welsh government and working groups.</p> <p>Action - Board approved the 2017 RPS Wales Business Plan and agreed the membership target figure under Confidential Business.</p>	MD	
16/102 Chair's Update	16.10/WPB/8.1	<p>The chair asked Board to note her report and suggested Board to consider viewing the recorded session on Winter Preparedness evidence provided at the Health and Wellbeing Committee and that she welcomed any feedback on the delivery in preparation for future briefing sessions.</p> <p>The Chair also informed that the Error Reporting Task and Finish group meeting will take place soon and the initial survey that was commissioned by Lynette James has now been completed.</p> <p>Action - Chair has agreed to share the survey report and the next steps agreed with the group with WPB.</p>	Chair/ MD	

<p>16/103 Consultation and policy update</p>	<p>16.10/WPB/8.2</p>	<p>Board noted the paper on consultation responses and the policy activities to date.</p> <p><u>Care Homes Policy</u> MD informed the Board that Tim Banner who represents RPS is currently working with the Older People’s Commission (OPC) to get an audit on Care Homes based on the policy recommendation that RPS has produced.</p> <p>Action - MD agreed for Tim Banner to provide regular feedback to the Board on the work and share the audit outcome when it has been completed toward early next year.</p> <p><u>Long Term Condition Policy</u> EJ asked Board to send in comments on the draft Long Term Condition (LTC) Policy document that will be circulated and to note the launch of the policy document will be launched at the Medicines Safety conference on 3 Nov. The document will have an overarching GB vision with some key points and will have specific recommendation within the Wales document. This will allow more media and campaign opportunity across GB. Action – EJ to circulate the draft LTC policy document for comments</p> <p>Chair queried if the policy will predominately have impact on community pharmacies only. EJ clarified that there are a lot of specific points regarding pharmacist working in the community and supporting the local community however, it is not excluding other pharmacist. In general it is pharmacist supporting patients closer to home which does not exclude hospital pharmacist.</p> <p>Chair asked PP with his CPW hat what CPW’s response would be in terms of services or developing enhanced services.</p> <p>Actions:-</p> <ul style="list-style-type: none"> i) Board agreed for RPS and CPW to call for a meeting to discuss LTC ii) to circulate the Health Foundation report on Friday email 	<p>MD/ TB</p> <p>EJ</p> <p>MD/EJ RG</p>	<p>completed</p>
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<p>16/104 Public Affairs Update</p>	<p>16.10/WPB/8.3</p>	<p>Board noted the paper and was asked to formally agree that to establish a cross-party group on pharmacy would not be necessary at present as it was discussed by the public affairs steering group.</p> <p>RG briefed on the Quarter 4 activities. Chair queried the amount of activities have been undertaken and asked to look at what went well, what can be done better and what we can disinvest in. Chair reiterated the Board's discussion from the working day where Board agreed to review RPS's important stakeholders and look at where to target the public affairs engagement. There is a need to consider what we could learn with the ever changing environment.</p> <p>Actions:-</p> <ul style="list-style-type: none"> i) Board agreed not to setup a cross party group at present. ii) Board agreed to re-establish the Board's public affairs sub-group to oversee the Board's public affairs matters and take forward any issue necessary to the Welsh Pharmacy Partnership. It was agreed the membership of the group are PH, RE, JH, RG and bring in members in as they group feel necessary. Chair is happy to stay on it as necessary. iii) To review the current RPS Wales stakeholders at the next WPB working day. iv) Board agreed to hold a Working day on Wednesday 1 Feb 2017 and have the Board meeting day on 2 Feb 2017. 	<p>RG RG RG MD</p>	
<p>16/105 Member Engagement</p>	<p>16.10/WPB/8.4</p>	<p>JW briefed the Board on the recent member engagement activity since June 2016 and confirmed that the current membership numbers, with Wales leading with 60% with a target of 63% for 2016. To achieve at least 72 members by end of the year and Board was asked to consider as a personal target to recruit six members each.</p> <p>Chair asked JW to share appropriate tools, supporting materials and opportunities on leads with Board members to enable them to achieve the target.</p> <p>Board was also informed that Wales has achieved it retention figures of 94% where the target was 93% for this year.</p>	<p>JW</p>	

		<p>MD informed that a RPS tour is planned towards end of November to West Wales and asked Board members to join where possible.</p> <p>Chair asked JW to provide an update on Research Ready on behalf of Elizabeth George (EG), Research Ready Support Coordinator. JW informed that following the cancelled event earlier in the year, EG has presented at a research ready event organised by the LPFs. EG is also working with a research team in Wales and plan to work with Local Health Boards and Cardiff University to ensure their research can be taken forward.</p> <p>Chair commented that there is a need to have a link things together to ensure people know that there is a readymade pathway in terms of what they need to do. MD confirmed that the completed Research Ready work will be added to the 2017 Business Plan and will be taken forward through funding from Pharmacist Research UK.</p> <p>Action:-</p> <ul style="list-style-type: none"> i) JW to share appropriate tools, supporting materials and opportunities on recruitment and retention leads with Board members to help to achieve membership numbers. ii) To explore the possibility of developing a RPS standard or 'kite mark' as a research ready establishment. 	JW JW/ MD	
16/106 RPS 6th Annual Wales Medicines Safety Conference	16.10/WPB/8.5	<p>RG update the Board on the changes to the programme and work involved with key speakers and collaborative work with organisation such as ARCH. Board was asked to note that the attendance is currently on 50% therefore there is a need to promote the conference further. There are also spaces for exhibition stands that will need promotion.</p> <p>Board queried the skill mix of registered delegates and how much support has been provided from the central RPS team and other bodies.</p> <p>MD explained previously the team have had to work in isolation but there are work in progress and in the future there will be more support from the central team with support and direction from BW. Board was informed that there will be support from the Corporate Communications team on the day.</p>		

		<p>Chair queried if there has been any support from PJ in promoting the conference. JR confirmed that though no staff were able to attend on the day to do a coverage however, there will be an article in the October PJ edition.</p> <p>The Chair took the opportunity to thank the whole team for their effort so far.</p> <p>Actions:-</p> <ul style="list-style-type: none"> i) Board members agreed to promote the conference as widely as possible. ii) BW confirmed that he is currently look into the skill gap within the team and agreed to look into the required support for future events. iii) JR to promote the conference via an article on the October PJ article. 	WPB BW JR	Completed Completed Completed
16/107 Information Management and Technology (IM&T)	Verbal update	<p>CW provided a brief verbal update on (IM&T) in Wales with reference to progress on MTed, Choose Pharmacy, WHEPMA (Welsh Hospital Electronic Prescribing & Medicines Administration Project).</p> <p>Board discussed the Choose pharmacy platform roll out plan and concerns were raised regarding the current plan to only roll out to just over half of the community pharmacies in Wales Board queried whether lack of funding is a substantial element to the roll-out plan. Discussion took place on what RPS can do to take those concerns forward and how this can be added to the Chief Pharmacist agenda.</p> <p>PH suggested that there is a need to educate the public to use pharmacy however, if the service is not consistent across Wales there is a danger of raising expectation therefore there is a need to look at patient pathway.</p> <p>Discussion also took place around national commissioned services, free prescriptions and how it affects those on boarders and working collaboratively with GPs it was agreed to put the arguments within a context of Unscheduled Care.</p>		

		<p>Chair asked Board members to note that when engaging with Assembly Members or people in pharmacies particularly within community pharmacies, there is a need to ensure that we have all the relevant evidence and giving the right information out. Therefore if support is required to contact the RPS PA team.</p> <p>Action :-</p> <ul style="list-style-type: none"> i) Board to take the issue on roll out plan to Welsh Pharmacy Partnership group as part of their Unscheduled Care agenda item. ii) Board supported that national commissioned services across Wales should be rolled out as soon as possible. If funding is a key element in the delay, RPS should push for it and have a de-brief with the CPO Wales, Andrew Evans. Board will also need patient stories to support the agenda. <p>Note:- MC left the meeting at 12.15pm</p>	Chair/ MD	
16/108 Workforce and Ministerial Taskforce		There was no update on this item due to absenteeism from KH and MD has covered some of the area within her earlier report.		
16/109 Introduction from Brian Walters (BW), Director of Business Development		<p>Chair asked BW to brief the Board on his new role to RPS and the difference to the previous role.</p> <p>BW briefed the Board on his new role and his remit in comparison to the previous role of Patrick Stubbs as Director of Membership and Marketing and highlighted some challenges. He has identified and looking forward to work more collaborative to get a right balance between centralised resources and localised knowledge and expertise.</p> <p>Chair commented on the positivity and supported the will to work differently and to be efficiently for members and effectively. To get the right balance is important and the quality of RPS standard is important and look forward work with BW and his team.</p>		

		<p>Action:-</p> <p>i) BW agreed to explore the effectiveness of centralised resources and make best use of the expertise available within the organisation through discussion with other country directors and their team.</p>	BW	
16/110 Matters to Report	16.06/WPB/	<p>Board noted the papers that were presented as matters to report;</p> <p>i) RPS Professional Standards Update</p> <p>ii) website re-development</p>		
16/111 Janet Gilbertson (JG)		<p>Chair added to the agenda item by asking JG to share her view as observer for the day.</p> <p>JG commented that she recognised the multiple roles and multiple systems that we currently operate therefore Board were asked to consider their role, remember what meeting they are attending and consider what they should be doing within the current space/time. Board need to consider what is the role of RPS, what is unique about RPS Welsh Board, what difference can be made by the Board and how to go about it. Board should be clear of their role and RPS's influential role to help to address the massive agenda that the Board has to face.</p> <p>Action:-</p> <p>i) Board agreed to look into the RPS and Board's role at the next working day.</p>		
16/112 Any other business	Verbal discussion	<p>The Chair took the following items;</p> <p>i) Correspondence</p> <ul style="list-style-type: none"> - MD explained that in line with the recent refurbishment of the Welsh office and marketing plan for the venue, RPS Wales has written to Prof. Terry Turner and Mr. Rawlings to inform them of the intention to name the two meeting rooms in the Welsh Office. We have received responses from both to thanking and acknowledging the use of the relevant names in the Welsh Office. - MD asked Board members to continue to promote the use of the meeting rooms and asked BW for his support in terms of marketing. 	WPB	

<p>16/113 Key Messages from the Meeting</p>		<p>The WPB agreed for the following key messages for publication in Pharmaceutical Journal and the RPS website.</p> <ul style="list-style-type: none"> i) To promote the upcoming RPS Wales Medicines Safety Conference on 3 Nov 2016 ii) The WPB agreed the 2017 Business Plan iii) WPB supports BMA's recommendation in having a full-time pharmacist in each GP practices and pharmacist working collaboratively with GPs. iv) Celebration of Faculty achievements in Wales 	<p>MD/ AG</p>	
		<p>Chair thanked all observers and staff and asked if they have any feedback.</p> <p>The Open part of the business meeting closed at 12.45pm</p> <p>Next meeting: Welsh Pharmacy Board Working Day – 1 February 2017 Welsh Pharmacy Board meeting – 2 February 2017</p>		