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

Minutes of the meeting held at 10.40am on 20th June 2018 in the Events Space, 4th floor, at the Royal Pharmaceutical Society, 66 East Smithfield, London E1W 1AW

Present
Sandra Gidley (Chair)  Sibby Buckle (Vice Chair) (arrived 10.45)
Clair Anderson  Martin Astbury
Nadia Bukhari  Elizabeth Butterfield
David Carter  Thorrun Govind
Sultan “Sid” Dajani (arrived 11.05)  Hemant Patel
Mahendra Patel  Aamer Safdar
Ash Soni

Guests
Linda Hakes  Assembly member
Nigel Ratcliffe  Assembly member

In Attendance
Robbie Turner  Director for England
Kimberly Shields  RPS General Counsel
Sheona Burrows  RPS Solicitor
Alison Douglas  Governance Manager
Yvonne Dennington  Secretary to English Pharmacy Board

Apologies
Tracey Thornley

18/58 Welcome and Introductions
The Chair welcomed EPB members and staff to the meeting and asked all present to introduce themselves. She gave a special welcome to the two new board members, Hemant Patel and Thorrun Govind.

18/59 Apologies
Apologies were received from Tracey Thornley, who was sitting exams.
18/60 Declaration of Interests

The English Pharmacy Board noted paper 18.04/EPB.03. Board members were reminded to send in any amendments to their declarations to Yvonne Dennington and were also asked to state, in the interests of best practice, any declared interest at the start of the discussion to which it relates.

An updated paper was issued at the meeting.

Liz Butterfield added the following declaration:- AHSN representative on Regional Medicines Optimisation Committee South – shared role

18/61 New Regulations – to note

The English Pharmacy Board noted the New Regulations as per paper 18.06.EPB.04. These new regulations replace the old regulations and accompanying schedules and the governance handbook – all is now combined into one document.

18/62 Appointment of two English Pharmacy Board members to the Assembly

Robbie Turner, Director for England, took the chair for this item.

To be noted that nominations were called before the arrival of Sibby Buckle and Sultan “Sid” Dajani. The voting only commenced once they were present.

Nominations were called in accordance with Appendix C of the Regulations. The first two nominations below were received in advance of the meeting, the other three were received at the meeting. Five nominations were received in total.

<table>
<thead>
<tr>
<th>Nomination</th>
<th>Proposer</th>
<th>Seconder</th>
</tr>
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<tbody>
<tr>
<td>Claire Anderson</td>
<td>Tracey Thornley</td>
<td>Martin Astbury</td>
</tr>
<tr>
<td>Martin Astbury</td>
<td>Ash Soni</td>
<td>Sibby Buckle</td>
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<tr>
<td>Mahendra Patel</td>
<td>Ash Soni</td>
<td>Nadia Bukhari</td>
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<tr>
<td>Nadia Bukhari</td>
<td>Aamer Safdar</td>
<td>Martin Astbury</td>
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<tr>
<td>Hemant Patel</td>
<td>self nominated</td>
<td>David Carter</td>
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</tbody>
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The five nominees were invited to make a speech of not more than two minutes.

A secret ballot was held and board members were asked to cast up to two votes for two Assembly members.

Martin Astbury was appointed to the Assembly for a two year tenure and there was a tie for the second place between Hemant Patel and Mahendra Patel, necessitating another vote between these two members.

A further secret ballot was held and Mahendra Patel received the most votes therefore he was appointed to the Assembly for a two year tenure.
The successful candidates were asked to make a short speech. Martin and Mahendra both said they were delighted to be reappointed to the Assembly.

18/63 Statutory Item: Sectoral Places

Sandra Gidley continued as Chair of the meeting.

This item remains a statutory item at every June board meeting to discuss the issue of removal of sectoral places and whether the EPB can continue to properly fulfil its duties with its current composition. The English Pharmacy Board noted paper 18.06.EPB.06.

The Chair introduced this item, giving some background to the issue, and saying that every year since the removal of sectoral places the Board has decided to continue with this decision.

There was particular concern over the possibility of no hospital representation on the board once Aamer Safdar has completed his one year tenure, and the continued issue of the lack of hospital sector candidates standing for election. There was a counter view of not focusing on sectors at all as pharmacy is undergoing great change with new roles being created. Expertise, if needed, could be sought from the Society’s Expert Advisory Groups when required.

After discussion the Chair concluded that there was not sufficient support or evidence at this stage to reinstate sectoral places or to make any amendments to the election scheme for next year. The potential lack of hospital pharmacy expertise on the Board in future is recognised and further discussion on this issue will be necessary in October once more information is gathered.

It was clarified that the lastest Assembly meeting where any changes to the election scheme could be approved is November 2018. Therefore Robbie Turner was asked to gather more information, regarding the lack of hospital pharmacy candidates, for consideration at the next Board meeting in October, when a final decision will be made on any changes to sectoral places for inclusion into the 2019 election scheme.

**Action 1:** Robbie Turner to approach the HEAG to get a greater understanding of why few hospital pharmacy members put themselves forward as candidates in the annual EPB elections and also to invite the Chair of HEAG to attend the next EPB meeting in October.

**Action 2:** Revisit this item at the October EPB meeting

18/64 Close of meeting

The meeting closed at 11.40.

18/65 Dates of next meetings
EPB working day – 3rd October 2018
EPB meeting – 4th October 2018

Dates for 2019 meetings will be available after approval by the Assembly at the July meeting.

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