



Minutes of Assembly Meeting held on 17th July 2019

Present: Sandra Gidley (SG) - Chair, Claire Anderson (CA), Buge Apampa (BA), David Carter (DC), Martin Astbury (MA), Ash Soni (AS), Suzanne Scott-Thomas (SST), Jamie Hayes (JH), Ewan Black (EB), Jonathan Burton (JB),

In attendance: Paul Bennett (PB), Karen Baxter (KB), Jeremy Macdonald (JM), Harvey Sondh (HS), Robbie Turner (RT), Helen Gray (HG), Mair Davies (MD), Alex MacKinnon (AMK), Ravi Sharma (RS), Gail Fleming (GF), Gino Martini (GM), Alison Douglas (AD), Simon Redman (SRed)

Apologies: Sibby Buckle (SB), Mike Hannay (MH), Lynne Smith (LS)

Item	Paper	Notes and actions	Action by
Item 01 Welcome & Apologies		Apologies were received from Sibby Buckle, Mike Hannay and Lynne Smith	
Item 02 Code of Conduct and Remit of Assembly/COG		Noted.	
Item 03 Declarations of Interest		Noted.	
Item 04 Minutes of the last meeting		Minutes of the open business of the meeting held on 20 th March were agreed as a true and accurate record.	
Item 05 Matters Arising		a) Item 05c – Comms Resources RT and PB have now reviewed the Society's comms resources and are happy that the provision within the current budget envelope is sufficient. RT noted that the central	

		<p>marketing and comms teams were currently being re-structured but is confident that no increase in resources in this area is needed.</p> <p>RT confirmed comms opportunities for the Society are not limited by staff or other resources and noted that the RPS currently appears, on average, six times a week in print and tv media. The main restriction is the ability to source appropriate spokespeople at very short notice.</p> <p>PB added that having M&F Health (comms media consultants) on contract to provide ad hoc services around reactive and comms planning work also helps the Society be more proactive.</p> <p>b) Item 08 – HMRC SR is currently waiting for final confirmation from Buzzacotts on the most appropriate action for the Society to take in relation to HMRC’s new tax arrangements.</p> <p>c) Item 13 – Bullying Noted that there was still no single point of reference on the RPS website to access any of the Society’s policies that covered bullying.</p> <p>PB explained that various aspects of bullying were covered in a number of different documents and policies, some of which were staff policies and were not suitable in their current iterations for publication on the member-facing site. He acknowledged that there was not currently a single ‘go to’ page or section on the site specifically on bullying.</p> <p>Members therefore requested that a single, bespoke document be created that pulled all these various strands together in a member-facing document that could be given some prominence on the website. A proposal on how the Society intends to raise the profile of anti-bullying statements/policies from a member perspective on the website should also be brought back to the next meeting.</p> <p>ACTION – RT/PB</p>	RT/PB
<p>Item 06 National Board Updates</p>		<p>The latest updates from the three National Boards were noted.</p>	

<p>Item 07</p> <p>President's Report</p>		<p>The final report from AS was noted.</p> <p>AS told members it had been an honour and a privilege to have served the Society as President over the last two years. He acknowledged that certain current events had led to a challenging and stressful time for him and he was unsure how things might resolve themselves in the longer term.</p> <p>He went on to explain to members the circumstances that led up to him being issued, two years ago, by NHS(E) with a breach notice for dispensing NHS prescriptions from a 3rd party hub at his pharmacy in Stansted. He stressed that he had operated in this way as he had obtained verbal advice this would be permissible but had operated through separate companies, which is not permitted under current regulations, and as soon as he had been made aware that this action was 'unlawful' he immediately instructed the pharmacy to stop dispensing prescriptions. He has also invited NHS€ to visit the pharmacy to see how the setup had operated but they have so far declined to take up this offer.</p> <p>He understands that the NHS(E)) investigation is now closed but he has yet to receive a formal letter from them notifying him of the outcome, despite asking for this to be sent on a number of occasions and pointed out that NHS€ have actually asked him to take on more work for them in the future.</p> <p>He found it extraordinary that such an old story was still being discussed, particularly on social media. He stressed that at all times he has tried to be as open and transparent as far as it has been possible to do so and is therefore disappointed that others have chosen to 'operate behind the scenes' via social media and other means and continue to make this an issues.</p> <p>He concluded by stating he believes the Society will be in safe hands under its new President and looks forward to serving under her and continuing to advocate for the Society.</p> <p>He was then thanked by the President for being a strong advocate for the Society who continues to be admired and respected within the profession and agreed it was unfortunately that social media is able to have such an effect.</p>	
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<p>Item 08 Treasurer's Report</p>		<p>The latest Treasurer's report was noted. MP added that he is continuing to work with staff on ways to increase revenue and membership. He will, with HS, be meeting with a director from BMW in the next few weeks to discuss ways of increasing sponsorship and is also continuing to talk to pharma companies to generate sponsorship income.</p>	
<p>Item 09 Education & Professional Development</p>		<p>The latest update paper was noted.</p> <p>GF added that the foundation pharmacist framework was now complete and will look to publish this via an impactful launch in the Autumn.</p> <p>A new Head of Assessment and Credentialing has now started in-post and is already undertaking groundwork and building relevant infrastructure. A fuller update on progress will therefore be brought back to Assembly in November.</p> <p>ACTION - GF</p> <p>The team will be running two trial events for student support for Pre-Reg posts, which are both now fully booked, and will be rolled out country-wide if they prove to be successful.</p> <p>b) Future Direction of Faculty The paper outlining options for the proposed purpose of Faculty in future was noted.</p> <p>GF confirmed that all those currently on the journey to completing Faculty applications can continue to make submissions but noted it was difficult at present to state what any transition arrangements might be to the future process until more details of the new structure and process were known.</p> <p>GF was asked to consider potential titles for different stages along the career and credentialing pathways similar to those in place in NI under the AHP structure there.</p> <p>GF confirmed the framework would also try to pick out various points/areas of commonality along both pathways to help map across to different types of careers and was reminded that the language used across careers such as industry and academia could also fit into this.</p>	<p>GF</p>

		<p>She is currently working with ABPI on pharmacists in senior roles and is also engaging with employers about what might work best for them too, and acknowledged that similar conversations would need to be held with academia, possibly via the Higher Education Academy. She is also looking to get increased buy-in from employer groups.</p> <p>Members then approved the future direction as set out in the paper.</p>	
<p>Item 10 Science & Research</p>		<p>The latest update paper was noted.</p> <p>GM circulated the Harrison and Hanbury medals for members to look at and noted that the winners of the medals would be announced later in the meeting under confidential business as the individuals had not yet been informed.</p> <p>Members were informed that PHE(Wales) has a different stance on e-cigarettes at present to that taken in PHE(England) and the paper RPS are just about to publish might potentially jeopardise the work the Welsh government is consulting on, and in which RPS Wales has been asked to participate.</p> <p>If PHE(W) did begin to mis-align with the RPS stance on this members asked at what point the Society would then distance itself from what was happening there and it was felt this would be a judgement call for the team in Wales and the WPB to make.</p> <p>SST will arrange to meet with Frank Atherton (CMO Wales), GM would also attend, in order to outline where the Society stood on this and what its immediate intentions were. GM noted he was also meeting with Andrew Evans and would similarly raise this with him.</p> <p>ACTION – GM</p>	<p>GM</p>
<p>Item 11 Governance Review</p>		<p>The Governance Working Group met in June to consider the remaining outstanding items, and noted that two of the items had also been raised by members as motions at the Society's AGM.</p> <p>Board Chairs have now been issued with a briefing note to obtain feedback from Board members on a small list of questions which the Board Working Group reps will then bring back</p>	

		to the final meeting of the Working Group in October. The Group will then make its final report, with all recommendations, to Assembly at the meeting in November and Hamish Wilson, Chair of the Working Group, will attend.	
Item 12 2019 Events		The current schedule for events during 2019/20 was noted.	
Item 13 Schedule of Meetings for 2020		The list of Assembly and Board meeting dates for 2020 was noted.	
Item 14 One RPS Behaviours		<p>PB explained the creation and introduction of the One RPS Behaviours document for those members of Assembly who had not been involved in the process and invited members to sign it and issue a statement of support for the behaviours and values it contained which relate to all aspects of how the Society operates.</p> <p>Members unanimously endorsed the document and agreed it should also be published on the website and that it should be applicable to members behaviours too.</p> <p>ACTION – PB/RT</p> <p>The importance of ethnicity when considering Inclusion and Diversity was stressed and RT noted the work the Society continued to do on I&D.</p>	PB/RT
Item 15 Any Other Business		<p>a) Expenses for media interviews</p> <p>Noted that Board Members, Chairs, President and Treasurer undertake quite a significant amount of media work which is usually done around their ‘day jobs’ and only occasionally incurs additional expenses (eg when travel to a studio/radio station is involved).</p> <p>Individuals are currently approached to help with a media query if they have time to contribute and respond, if they don’t the team will then go on to ask another member to potentially cover it. Members felt it was inappropriate to pay Board members for responding to a request for ‘volunteers’ and that media responses were part of the leadership/advocacy</p>	

		<p>elements role of being an elected member. Members therefore AGREED there should be no change to the current policy.</p> <p>Noted that if members were being invited to fulfil a media request that would incur travel expenses then the appropriate pre-authorisation form should also be completed.</p> <p>b) CEO's Report Members agreed it would be appropriate for the CEO to include a report at each Assembly meeting in the same way that the President and Treasurer did. Noted that this would however need to be in confidential business to be of any real meaning.</p> <p>PB agreed it would be appropriate but noted that the Assembly agenda, drafted by him and the President, in many ways reflected the areas of current concern and was unsure what would be provided in a report to Assembly over and above that which was currently provided for the Board meetings. It was noted that reports are only given to the Welsh and Scottish Board, not to the EPB. After discussion it was AGREED a verbal update would be given at the November meeting.</p> <p>ACITON – PB/AD</p>	<p>PB/AD</p>
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ACTION SHEET – Assembly Meeting 17th July OPEN BUSINESS

Item	Action	Who by	When
Item 05c Bullying	Proposal on raising the profile of anti-bullying statements/policies from a member perspective	RT/PB	November Assembly meeting
Item 09 Assessment & Credentialing	Update on progress to be provided	GF	November Assembly meeting
Item 10 E-cigarettes	SST & GM to meet with relevant health representatives to clarify RPS stance	SST/GM	As soon as possible
Item 14 One RPS Behaviours	Document to be published on website	PB/RT	As soon as possible
Item 15c CEO's Report	CEO's Report to be added as a standing item to future Assembly meetings	AD/PB	November Assembly meeting