

Minutes of Assembly Meeting held on 13th November 2019

Present: Sandra Gidley (SG) - Chair, Claire Anderson (CA), David Carter (DCar), Duncan Craig (DCra). Martin Astbury (MA), Ash Soni (AS), Suzanne Scott-Thomas (SST), Jamie Hayes (JH), Ewan Black (EB), Jonathan Burton (JB), Sibby Buckle (SB), Mike Hannay (MH), Lynne Smith (LS), Mahendra Patel (MP)

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 (SR)

Apologies: Claire Anderson (CA)

Item	Paper	Notes and actions	Action by
Item 01 Welcome & Apologies		Apologies were received from Claire Anderson.	
Item 02 Code of Conduct & Remit of Assembly		The Code of Conduct and current remit of Assembly were noted.	
Item 03 Declaration of Interests		Declarations of Interest were noted.	
Item 04 Minutes of the Open Business held on 16th/17th July 2019		The minutes of the Open Business for 16 th and 17 th July were agreed as a true and accurate record.	

<p>Item 05 Matters Arising</p>		<p>a) Item 14 – One RPS Noted that this document had still to be published on the RPS website. ACTION –RT</p> <p>b) Item 05c – Bullying AD reminded members that the updated Regulations they had approved at the working day as part of the Governance Review included a new section under the Code of Conduct which covered bullying and harassment. RT added that tags used on the RPS website had been updated so that any search for ‘RPS’ and ‘bullying’ would take viewers to the Code of Conduct.</p>	<p>RT</p>
<p>Item 06 National Pharmacy Board Elections</p>		<p>a) Effective Dates The effective dates for 2020 were noted. However, the discussions yesterday around the possibility of holding all three Board meeting days on the same date may mean these would change. AD will therefore amend the Election Scheme to this effect and ensure that any election material is also amended as necessary. ACTION - AD</p>	<p>AD</p>
<p>Item 07 Updates from the National Boards</p>		<p>The latest updates from the three National Boards were noted. SST circulated copies of the new Pharmacy: Delivering a Healthier Wales to members for information.</p>	
<p>Item 08 CEO’s Report</p>		<p>PB updated members on some of the main areas he’s been focussing on since the July meeting, including:</p> <ul style="list-style-type: none"> • governance review working group • ongoing work with the CEOs of all five pharmacy bodies, particularly re APPG • I&D work and working with the new RPS I&D Group Chair, Asif Sadiq • following up items raised at the BME event with PhSC and GPhC • visit to the John Ratcliffe Hospital, including spending time with the consultant pharmacist there in the ICU who is taking a lead in therapeutic decisions for patients on the ward • met with PhP interns and was intrigued to hear which sectors of the profession they were interested in going into 	

		<ul style="list-style-type: none"> • met with Jeanette Howe to discuss Brexit & SSP and rebalancing work • involved on the fringes of the Gosport Hospital Enquiry and working with the police on what the Society's role as the professional leadership organisation is and how our combined role pre-split with GPhC worked in terms of standards etc • met with Dido Harding, Chair of NHSI • met delegation from Uzbekistan re developing their approach to pharmaceutical science and pharmacy <p>EB welcomed the addition of this update but observed that this was primarily England, rather than GB-wide, work.</p>	
Item 09 President's Report		The latest report from the President was noted.	
Item 10 Treasurer's Report		<p>The latest report from the Treasurer was noted.</p> <p>AD will ensure that the figures given for the sponsorship noted in the report will now be redacted.</p> <p>ACTION - AD</p>	AD
Item 11 Governance Review		<p>Members approved the decisions agreed at the Working Day meeting as follows:</p> <p>a) Amendments to the Regulations</p> <ul style="list-style-type: none"> • minor change re order of bullet points under role of Assembly, publishing mins of Assembly, checking sentence re not following legal advice • in addition paper setting out potential formal mechanism for monitoring performance of CEO (possibly via RemCom) to be brought to March meeting <p>Changes relating to the substantive items below where applicable will now be added and all amendments gazetted for 60 days. [Secretary's Note: a full copy of the Governance Report is available to Members on request – contact alison.douglas@rpharms.com]</p> <p>ACTION - AD</p>	AD

		<p>b) All Section 6 items (consensus, no charter change) agreed</p> <p>c) All Section 7 items (consensus and charter change required) agreed would be pursued at a time when any potential charter change areas were being put to Privy Council</p> <p>d) Section 8 items (no consensus reached) Agreed A5 (election of President by the Boards, change of title of Board Chairs to Presidents, change of role of President etc) would not be pursued however principle of equalisation of President/Board Chair roles would be adopted.</p> <p>Agreed A2 (changing current size/composition of Assembly) would not be pursued at this time but the information gathered would be useful to consider at such time as a full charter change exercise.</p> <p>e) Section 9 items (suggested engagement areas)</p> <p>A7 – Officer and Board Chairs usually serve only two terms agreed to firm up need to expressly state exceptional circumstances if running for Officer/Board Chair post for 3rd term</p> <p>B2 – limit number of terms for Board members Agreed a paper would be brought to March Assembly outlining possible options for term limit numbers.</p> <p>ACTION - AD</p> <p>A separate paper outlining potential ways of engaging with membership (ie all members/via LPFs/a.n.other route etc) to include costings should also be brought to the March Assembly. Agreed an overall improvement in communications was needed to inform members of how the existing governance model works, what all roles are, and how GB-wide policy is set etc and the existing information should be made more accessible/engaging – RT will therefore take this forward and possibly look at formatting along similar lines as an exercise carried out recently in Wales re. DCra noted that he could provide students who would be able to help with this project if required. ACTION – RT</p>	<p>AD</p> <p>RT</p>
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<p>Item 12 Education & Professional Development</p>		<p>The 2019 Annual Report from the Faculty & Education Board was noted.</p>	
<p>Item 13 Science & Research</p>		<p>The 2019 Annual Report from the Science & Research Board was noted.</p>	
<p>Item 14 2019 FIP Congress</p>		<p>a) FIP Council Update The update from AS, FIP Vice President, on the work of the Council was noted.</p> <p>b) RPS Representation at FIP 2019 The report on the work undertaken by the RPS team at the Congress was noted.</p>	
<p>Item 15 Annual Health & Safety Report</p>		<p>The annual Health & Safety Report was noted.</p> <p>SR was asked how the Society monitored who was in the building when a fire evacuation was undertaken. He noted that visitors to the RPS signed in/out via a book in reception and access card holders were monitored via the fire wardens on each floor who undertook a thorough check of all areas as the building was being evacuated. He added that all staff were currently undertaking on-line emergency evacuation training.</p>	
<p>Item 16 AGM</p>		<p>Members discussed options for the timing and location of the 2020 AGM. It was suggested the meeting could be held in Scotland to help showcase the new premises there however this would have staff costs/time implications if individuals were required to travel to Scotland. It also may make it difficult for the President and Treasurer to attend the EPB meeting if that were to be held on the same day. RT/SR will therefore investigate possibilities for holding in Scotland during the Spring Board meeting day.</p> <p>ACTION – RT/SR</p> <p>RT noted that ahead of the RPS Conference on 17th November members had been given the chance to submit proposals for debate, akin to motions, but noted that only two had been received which was fewer than expected. It was proposed that the AGM be kept to the same format as this year, that motions would be accepted if proposed as usual but the meeting would not be heavily marketed or promoted as it was not primarily a member engagement event but a governance meeting.</p>	<p>RT/SR</p>

Item 17 Any Other Business		There were no items of any other business.	
Item 18 Date of next meeting		At present, the next Assembly Working Day will be held on 17 th March, with the Assembly Meeting on 18 th March.	

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ACTION SHEET – Assembly Meeting 17th July CONFIDENTIAL BUSINESS

Item	Action	Who by	When
Item 03 One RPS	One RPS behaviours document to be published on website	RT	As soon as possible
Item 06 Effective Dates	Amendment to election scheme to reflect the fact that Induction Day dates might change	AD	Immediately
item 08(e) Term Limits	Paper outlining possible options for term limits to be produced	AD	March Assembly meeting
Item 08(f)	Paper outlining possible options for engaging with members re Board member term limits and ways to improve comms around governance generally to be produced	RT	March Assembly meeting
Item 10 Treasurer's Report	Sponsorship figure to be redacted	AD	Immediately