

Minutes of Assembly Meeting held on 18th March 2020 – HELD VIA VC

Present: Sandra Gidley (SG) - Chair, Claire Anderson (CA), David Carter (DCar), Martin Astbury (MA), Suzanne Scott-Thomas (SST), Ewan Black (EB), Jonathan Burton (JB), Mike Hannay (MH), Lynne Smith (LS), Mahendra Patel (MP)

In attendance: Paul Bennett (PB), Karen Baxter (KB) – part meeting, Jeremy Macdonald (JM) – part meeting, Harvey Sondh (HS) – part meeting, Robbie Turner (RT), Helen Gray (HG) – part meeting, Elen Jones (EJ) – part meeting, Alex MacKinnon (AMK) – part meeting, Ravi Sharma (RS) – part meeting, Gail Fleming (GF) – part meeting, Alison Douglas (AD)

Apologies: Duncan Craig (DCra), Ash Soni (AS), Jamie Hayes (JH),

Item	Paper	Notes and actions	Action by
Item 01 Welcome & apologies		SG welcomed all present to the meeting, which was being held entirely via video conference due to restrictions in place during the Covid-19 pandemic, and the ways of working remotely for the meeting were outlined. Apologies were received from Duncan Craig, Jamie Hayes and Ash Soni. AD confirmed that, as long as at least one member from the WPB was present, the meeting was quorate.	
Item 02 Code of Conduct & Remit of Assembly		The Code of Conduct and current remit of Assembly were noted.	
Item 03 Declarations of Interest		AD noted an updated declaration had been received from MP. The Declarations of Interest were then noted.	

<p>Item 04</p> <p>Minutes of the Open Business of 13th November 2019</p>		<p>The minutes of the open business of the meeting held on 13th November were noted.</p>	
<p>Item 05</p> <p>Matters Arising</p>		<p>a) OneRPS Policy The policy is now available via the website.</p> <p>b) 2020 AGM PB confirmed that, at present, the AGM would still be held on 29th April, after the joint Board meeting, but would be held remotely. He noted that there may be a need to hold the entire Joint Board meeting remotely, and thereby support 40+ individuals via vc link, which may place an increased strain on the Society's IT systems. Teams will therefore be exploring all possible options but infrastructure limitations may mean the joint Board meeting might need to be re-considered if all staff and board members are still home based .</p> <p>ACTION – PB/RT/JMc</p> <p>c) Term Limits RT shared the results of the recent member poll on term limits for National Pharmacy Board members and various office holders. He noted that although only a small number of members had participated in the poll (268), the overwhelming majority (~10:1) had been in favour of introducing a cap on the number of terms individuals could serve in any one post consecutively.</p> <p>With this in mind, he asked whether Assembly members wished to have a paper brought to the July meeting on options for what this might look like in practice. He added that there was some level of reputational risk if Assembly were not to consider this further.</p> <p>CA however pointed out the very small sample size which she believed showed that most members were not concerned either way about this issue. MA also was unhappy with the sample size and noted that at the November meeting he had been in favour of a 'consultation' with members, not a 'poll'. DCar similarly felt the sample was too small to base a decision on.</p> <p>RT pointed out that at the November meeting staff had been tasked with 'engaging' with the membership on this matter and they had done so in a number of ways and via a number</p>	<p>PB/RT/JMc</p>

		<p>of channels, not just via the poll. He noted that to hold a more formal consultation with members would have cost implications and would also mean teams stopping working on something else and, in the current Covid-19 crisis, this was simply not a good use of the Society's resources</p> <p>Members were asked to vote on whether a paper should be produced and it was agreed that an options paper should be brought back to the July meeting.</p> <p>ACTION – AD/PB</p>	AD/PB
Item 07 National Pharmacy Boards		The latest updates from the National Pharmacy Boards were noted.	
Item 08 President's Report		The latest report from the President was noted.	
Item 09 Treasurer's Report		The latest report from the Treasurer was noted.	
Item 10 Education & Professional Development		<p>The minutes of the final Faculty and Education Board meeting held on 5th December were noted.</p> <p>The membership of the newly created Education & Standards Committee was noted. GF informed members that the current proposal was for the newly formed Committee (and similarly the newly formed SRC) to have one Board and one Assembly representative(President)but that discussions with Board Chairs on this were still on-going.</p> <p>The inaugural meeting of the committee was held earlier in the week, but was primarily held so that the committee could be up and running, rather than to take forward any actions, as the team are focussing entirely on Covid-19 at present.</p>	
Item 11 Science & Research Committee		<p>The minutes of the final Science & Education Board meeting held on 11th December were noted.</p> <p>The membership of the newly created Science & Research Committee was noted.</p>	

Item 11 2020 Events		PB will cover events during the course of the rest of the year under Item 16. CEO's Report in confidential business.	
Item 12 Inclusion & Diversity		The final iteration of the strategic roadmap was noted. RT informed members the document had been well received by stakeholders but any wider launch or roll out was now on hold.	
Item 13 BPSA Presentation		This item was withdrawn from the agenda due to time constraints. BPSA will now attend at a future date.	
Item 14 Any other business		<p>a) National Pharmacy Board Elections</p> <p>SST declared an interest in this item as one of the Board members whose term of office came to an end in 2020. She then raised the possibility of postponing or cancelling the National Pharmacy Board elections for this year, given the tremendous strain most pharmacists were under. This would leave them little, if any, time or energy to either complete the nomination process, canvass/campaign for election or participate in an election. PB also noted that staff teams who would ordinarily have supported the comms and marketing aspects of the election were currently working flat out on Covid-19 comms and would be for the foreseeable future.</p> <p>MA, who also declared an interest as one of the members due for election, recalled that under the old RPSGB there had been at least two occasions where elections had not been held in a particular year.</p> <p>It was noted that, as well as SST and MA, a further four members of Assembly (Jonathan Burton, Sandra Gidley, Ash Soni & Mahendra Patel) also had their Board terms coming to an end in 2020, and were therefore conflicted out of any decision on this.</p> <p>Following discussion it was agreed that AD would provide an emergency briefing paper for discussion by the remaining eight non-conflicted Assembly members which would be circulated to them as a matter of urgency before the end of the week. These eight members alone would then make a decision on whether to process with the election for 2020, postpone until a later date this year or cancel completely and roll over into 2021.</p> <p>ACTION - AD</p>	<p style="text-align: right;">AD</p>
Item 15 Date of Next Meeting		Noted that the Induction Day would, at present, be held on 14 th July, and the Assembly Meeting on 15 th July.	

ACTION SHEET – Assembly Meeting 18th March OPEN BUSINESS

Item	Action	Who by	When
item 05(b) AGM	Possible options for April AGM and Joint Board meeting to be held remotely to be explored	PB/RT/JMc	As soon as possible
Item 05(c) Term Limits	Paper outlining possible options to be brought back to Assembly	AD/PB	July Assembly mtg
Item 14 National Pharmacy Board elections	Paper outlining options for 2020 NPB elections to be circulated and non-conflicted Assembly members to vote on way forward	AD	As a matter of urgency