

**Minutes of Assembly Meeting held on 15<sup>th</sup> July 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), Andre Yeung (AY), Thorrun Govind (TG)

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

Apologies: Duncan Craig (DCra)

Item	Paper	Notes and actions	Action by
<b>Item 01 Welcome &amp; apologies</b>		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. She congratulated AY and TG on their election to the Assembly in June and welcomed them to their first meeting.  Apologies were received from Duncan Craig.	
<b>Item 02 Code of Conduct &amp; Remit of Assembly</b>	20/07/ASB/02	The Code of Conduct and current remit of Assembly were noted.	
<b>Item 03 Declarations of Interest</b>	20/07/ASB/03	The updated declaration of interests paper was noted and AD added a number of other declarations from TG had now been received.  As CA was running slightly late for the meeting, SG proposed to take items for noting ahead of the election of the Treasurer.	

<b>Item 05 Minutes of the Open Business of 18<sup>th</sup> March</b>	20/07/ASB/05	The minutes of the open business of the meeting held on 18 <sup>th</sup> March were agreed as a true and accurate record.	
<b>Item 06 Matters Arising</b>		There were no matters arising.	
<b>Item 07 National Pharmacy Boards</b>	20/07/ASB/07	The latest updates from the National Pharmacy Boards were noted.	
<b>Item 08 President's Report</b>	20/07/ASB/08	The latest report from the President was noted.	
<b>Item 09 Treasurer's Report</b>	20/07/ASB/09	The latest report from the Treasurer was noted.	
<b>Item 10 Education &amp; Professional Development</b>	20/07/ASB/10	The minutes of the final Education & Standards Committee meeting held on 17 <sup>th</sup> March were noted.	
<b>Item 11 Science &amp; Research Committee</b>	20/07/ASB/11	The minutes of the Science & Research Committee meeting held on 5 <sup>th</sup> March were noted.	
<b>Item 04 Election of Treasurer</b>		<p>CA joined the meeting and PB took the chair for this item.</p> <p>Following the closure of nominations for the post of Treasurer at noon on Friday 3<sup>rd</sup> July, PB confirmed that two nominations were received:</p> <p>Martin Astbury – nominated by Dave Carter, seconded by Thorrun Govind</p> <p>Andre Yeung – nominated by Thorrun Govind, seconded by Claire Anderson</p> <p>A vote for the new Treasurer election was therefore necessary and PB explained that this would be held remotely via the platform provided by Mi-Voice, the Society's external scrutineers. PB confirmed that no proxy vote information had been received DCra in advance of the meeting and consequently only the 13 Assembly members present would participate in the vote.</p>	

		<p>Both MA and AY confirmed that their declarations of interests were as per those listed in the paper for the meeting.</p> <p>Following the participation by all 13 Assembly members present, PB confirmed that Andre Yeung was duly elected as Treasurer for a term of two years. AY thanked all who had voted for him and Mahendra Patel for all the work he had undertaken whilst in the post previously – see Appendix A for AY’s full election statement.</p>	
<p><b>Item 12</b> <b>CEO’s Update</b></p>		<p><b>a) COVID-19</b></p> <p>PB reflected on the fact that this was the second Assembly meeting to be held remotely due to coronavirus and went on to give an update on the work done by the Society on COVID-19 and the pandemic since the meeting held in March.</p> <p>He was proud of how all staff had coped with the new ways of working and were working exceptionally well in home environments which for some may not necessarily be ideal. Noted that the staff teams had been working in an exceptionally integrated way to continue to produce guidelines and provide support and the Pharmacy &amp; Member Experience and Education &amp; Professional Development teams in particular had been combined together into new innovative and unique ways of working together. This had ensured the organisation had not faltered at all in continuing to provide business as usual, produce publications, meet deadlines, hold a remote AGM etc whilst at the same time providing COVID specific information, resources and support to members and the wider pharmacy profession.</p> <p>PB informed members that the Society’s offices have, since 7<sup>th</sup> June, opened up to allow a very small number of staff to return to work for two days a week in a controlled and socially distanced way. This had so far been successful and had also been very helpful in understanding what would be required for a fuller re-opening no earlier than early September.</p> <p>He stressed that for any staff to return to the office three key criteria must be met:</p> <ul style="list-style-type: none"> <li>• is it essential</li> <li>• is it by mutual consent</li> <li>• is it safe to do so</li> </ul> <p><b>b) Pay Gaps</b></p> <p>PB went on to note that at the 2019 Conference the Society had promised its members to be open and transparent in the publishing of data on gender and ethnicity pay gaps within</p>	

		<p>the organisation, even though the Society was not legally required to do so. This has now been done and whilst the Executive team were not content with the current position, the team was working hard to address the gap in both areas and he would encourage all pharmacy organisations to do the right thing and publish data on their own pay gaps.</p> <p><b>c) Inclusion &amp; Diversity (I&amp;D)</b> The Society's Inclusion &amp; Diversity Strategy was launched recently and has already stimulated debate and discussion across the profession. PB emphasised that the Society will continue to prioritise issues of inequality wherever this occurs within the profession.</p> <p><b>d) Finances</b> PB acknowledged that the second half of 2020 would be a financially challenging one for the organisation due to the impact of the pandemic and the global recession that will inevitable occur. However, he assured Assembly members that the Executive team were doing all that was necessary to ensure sound control of the Society's finances for the rest of the year and into 2021 in order to continue to best serve the needs of members.</p>	
<p><b>Item 13</b> <b>RPS Strategy 2021-2026</b></p>		<p>PB reminded members that the current RPS Strategy had been created out of work undertaken during 2015 and it was now appropriate to plan for the next 5 years via a new Strategy in light of the very big challenges facing the Society. The Executive team had therefore already started work to enable Assembly members to have meaningful discussion on, and input into, a new RPS Strategy at a dedicated Strategy Planning Day in September.</p> <p>Ahead of this date the Officers and Board Chairs will be approached to work with Executive colleagues and the appointed facilitator to create an overall framework for the day and to help draft an overall timetable for publication of the final strategy document – a draft version of the Strategy will be brought to the November Assembly meeting with a final sign-off currently planned for the March 2021 meeting. LS asked that a formal timetable for the process be circulated to members.</p> <p>ACTION - PB</p> <p>SST asked if Board Members would have a chance to input into the process and PB noted that the early discussions with the Board Chairs would help enable an appropriate level of discussion with the Boards to be built into the process.</p>	<p><b>PB</b></p>
<p><b>Item 14</b> <b>180 Years of Pharmacy</b></p>		<p>PB informed members of the significant milestone in the history of the RPS, which would be 180 years old in 2021. The Society was therefore looking at ways to celebrate this, the work of pharmacists and pharmaceutical scientist over the years, and to increase its profile in the</p>	

		<p>consciousness of the public. As a result, the comms team are currently working with a number of media outlets on how to use the assets from the museum to showcase the work of members.</p> <p>PB asked that any member interested in helping with planning for the celebrations to contact him after the meeting.</p> <p>ACTION - All</p>	All
<p><b>Item 15</b> <b>Term Limits</b></p>	20/07/ASB/15	<p>Following discussions at the last Assembly meeting, a number of proposals for the introduction of term limits for National Pharmacy Board members were now outlined for discussion and decision.</p> <p><b>i) Office Holders and Appointed Assembly Members</b> The current position of an expected two terms of office in the same post for office holders and appointed Assembly members, with a third term being allowed only in exceptional circumstances, was re-affirmed.</p> <p><b>ii) Limit on terms of National Pharmacy Board Members</b> Members were asked to support the principle that there should be a limit to the number of terms a Board Member can serve consecutively and a wide ranging discussion on this point was held, summarised below:</p> <p>MA noted that this was the third time the question of term limits had been brought to Assembly for decision and although inevitable it would be passed he remained convinced that it would be irresponsible for a professional body to bring any form of term limits as it would 'disenfranchise' members.</p> <p>SB reminded members that she had spoken against this at length in an article in the PJ earlier in the year. She felt it was a member's democratic right to vote for any candidate they wanted to so to restrict who was able to stand was undemocratic. She also felt candidates needed to have a level of understanding of the organisation that came with serving in the post. She noted that AY's progress from new Board member through to election as Treasurer in his first term of office showed that the current system did allow for 'new blood' to come through.</p> <p>TG pointed out that the request was simply that there be some form of break between terms, not a complete bar on standing for further terms in office. She noted potential new candidates were often put off from standing in the elections because they knew they would</p>	

		<p>have to run against ‘big names’ and individuals who were well established within the profession and the Society already.</p> <p>AY agreed with the proposal in principle and noted that although only a small number of responses were received overall, the results of the member survey held earlier in the year on this subject clearly showed the strength of feeling from those who did respond that a limit should be brought in. He also felt existing post holders were often at an advantage as they would be well known to members prior to the elections.</p> <p>JB felt that pharmacy was such a big profession that there were clearly many talented individuals within it who could well bring benefit to the Society. He felt one of the roles of existing Board members was to encourage individuals to become involved in the Society and that the Society’s governance should reflect this.</p> <p>MH noted that in a number of other boards that he served on the general principle was to limit terms and ensure there was a good level of turnover in governance roles.</p> <p>SST could see merit in both sides of the argument but over all felt there was a need to encourage members to engage with the Society more and that term limits would help with this. She also felt that existing Board members should encourage members to stand in the Board elections in an active way.</p> <p>CA was indifferent overall but felt there was a need to consider that new faces did come through the election system currently. She noted that in some years Scotland and Wales had not had enough candidates standing to need to hold an election but at the same time felt that a break from service for a year was probably a good thing.</p> <p>Members were then asked to vote on the proposal:</p> <ul style="list-style-type: none"> <li>• 10 for</li> <li>• 2 against</li> <li>• 1 abstain</li> </ul> <p><b>The proposal to introduce a limit on the number of consecutive terms a Board member can serve was therefore agreed.</b></p> <p><b>iii) Term Length for NPB Members</b></p> <p>At present the term of office for National Pharmacy Board members is three years.</p>	
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<b>Item 16 Schedule of Meetings for 2021</b>	20/07/ASB/16	Dates for the Assembly and Board meetings for 2021 were noted.	
<b>Item 17 Date of Next Meeting</b>		The dates of the Assembly Strategy Day, 16 <sup>th</sup> September, Assembly Working Day and Meeting, 17th & 18th November were noted.	

**ACTION SHEET – Assembly Meeting 15<sup>th</sup> July OPEN BUSINESS**

<b>Item</b>	<b>Action</b>	<b>Who by</b>	<b>When</b>
Item 13 RPS Strategy	Timetable for production of 2021 – 2026 Strategy to be circulated to Assembly members	PB	As soon as possible
Item 14 180 Years of Pharmacy	Members interested in assisting with the planning for 180 Years of Pharmacy celebrations to contact PB	All	As soon as possible
Item 15 Term Limits	Agreed amendments to Regulations to be gazetted	AD	Immediately

## RPS Treasurer Candidate Address Andre Yeung

### Dear Assembly Colleagues,

Please find below my candidate statement for the role of Treasurer at the Royal Pharmaceutical Society. Thanks in advance for taking the time to read through and consider my application which I hope is clear and to the point. My aim with the statement is firstly to outline how I satisfy the base criteria for what is most certainly a challenging role of great importance to Assembly, the country boards and executive. I've sought secondly, to demonstrate how I exceed these base requirements and bring additional valuable elements to the role for the benefit of this organisation and its members should I be successful in my application.

### Part A - Meeting the criteria for the role

The role of the RPS Treasurer is to monitor the implementation of the Society's financial strategy and to provide oversight to the allocation of resources against strategic priorities, financial performance, asset strategy and investment policies. I believe that there have been 3 stages to my career so far that have enabled me to develop the required skills to carry out the Treasurer role and to satisfy the base criteria. Each stage has helped me in different ways by allowing me to build my competencies and capabilities as an individual.

**Stage 1:** As a young pharmacist, I previously owned and directed a chain of 10 community pharmacies with my family and then went on to be an area manager for a multiple group responsible for 29 community pharmacies. In both of those roles I spent a great deal of time reviewing financial documents to the point where it became second nature.

**Stage 2:** Later in my career, I worked within the Business Development team at Celesio (now McKesson UK) and learned to design, tender for and manage large healthcare contracts with NHS organisations, Prisons and Mental Health Trusts. This role required analysis of financial documents and the creation of detailed forecasts for contracts in advance of bidding. Due to the size of these contracts (up to £250million) this process involved national (and sometimes international) board level appraisal and challenge.

**Stage 3:** After 3 years at Celesio, I took a year out to study a Master of Business Administration at Durham University. This further developed my technical understanding in subjects like Accounting and Finance, Strategy Development, Innovation, Project Management and Economics.

### Part B - Exceeding the criteria for the role

Moving on from the base criteria, I believe I can bring additional value to the role beyond the requirements outlined in the role description for Treasurer. I have categorised these below:

**Innovation.** Finance isn't just about 'the numbers', its connected to every aspect of a business, the lifeblood flowing through an organisation that on one hand, allows our imagination to become reality but on the other, the inflow of which we're dependent upon for our survival. As a designer and implementer

of award-winning community pharmacy services such as Transfer of Care Around Medicines (TCAM) and the precursor services to both the CPCS Emergency Supply and Minor Illness Services, I believe I can bring an element of 'thinking differently' to some of the financial challenges faced by the RPS.

**Tenacity.** Benjamin Franklin said, "Energy and persistence conquer all things". I think with a number of my previous projects, but most notably with my work on Multi-Compartment Compliance Aids, one of the key factors leading to a successful outcome has been my ability to 'keep going' despite a strong headwind. Whilst perhaps not the most obvious of 'talents' with respect to finance, I believe tenacity to be an advantageous quality for ensuring good financial governance.

**Network.** As Chair of the NHS England Local Professional Network for Cumbria and the North East my obvious network is with a multitude of pharmacy professionals from different sectors and organisations across the region. However, my alternative associates, supported by my board position at Durham University Business School, are outside of pharmacy and include current and ex Directors of Finance and Chief Executives. They are undoubtedly a highly relevant network for me for this important role.

**Communication.** The RPS Treasurer requires the ability to present complex information clearly and succinctly to Assembly and Board colleagues at the RPS. My previous roles in the innovation team at Celesio and as designer and project lead for the NHS England Digital Minor Illness Referral Service have required 'board level' presentations of financial information. I'm confident that I could bring these transferrable skills to the Treasurer role and ensure that colleagues are kept fully aware of the organisation's financial position.

**Values.** Last, but not least, personally and professionally, my values centre strongly around honesty, equality, transparency and effectiveness. I passionately want to make a difference for pharmacy in everything that I do. I believe these values fit well with the role of RPS Treasurer and its central function of holding the executive team accountable for delivery against its agreed objectives and ensuring that Assembly and Boards have full visibility at all times. The values of individuals are perhaps the most important factors that ensure robust financial governance at the RPS.

So, in summary, I trust that the above gives a flavour of how my unique and varied background may be of benefit to this role. If fortunate enough to be elected as RPS Treasurer my first actions would be to discuss the role and current financial situation with the immediate past Treasurer, the President, Board Chairs and of course the Financial Director and executive team as appropriate. This will be an important part of transitioning from the past to the future. Investing this time 'up front' will enable me to develop a thorough governance plan for discussion and approval at Assembly. I look forward to discussing this further with you very soon.

Yours Sincerely,

**Andre Yeung**