

Minutes of Assembly Meeting held on 17th March 2021 – HELD VIA VC

Present: Sandra Gidley (SG) - Chair, Claire Anderson (CA), Sibby Buckle (SB), David Carter (DCar), Martin Astbury (MA), Suzanne Scott-Thomas (SST), Jamie Hayes (JH), John Marriott (JM), Ewan Black (EB), Jonathan Burton (JB), Mike Hannay (MH), Lynne Smith (LS), Andre Yeung (AY)

Staff In attendance: Paul Bennett (PB), Karen Baxter (KB), Jeremy Macdonald (JM), Robbie Turner (RT), Helen Gray (HG), Rick Russell (RR), Gail Fleming (GF), Luigi Martini (LM), Elen Jones (EJ), Ravi Sharma (RS), Alison Douglas (AD), Corrinne Burns (CB), Claire Morrison (CM), Vicky Taylor (VT), Catherine Walker (CW)

Observers: 24 Members registered to observe the meeting

Apologies: Thorrun Govind (TG)

Item	Paper	Notes and actions	Action by
Item 01 Welcome & apologies		SG welcomed all present to the meeting and Assembly and staff members introduced themselves. She noted that a number of members of the Society would be observing the proceedings of the open section of the meeting and welcomed them. Apologies were received from Thorrun Govind.	
Item 02 Code of Conduct & Remit of Assembly	21/03/ASB/02	The Code of Conduct and current remit of Assembly were noted.	
Item 03 Declarations of Interest	21/03/ASB/03	The declaration of interests paper was noted. AD informed the meeting she had received an update from SB in advance of the meeting. SG reminded Assembly members that they	

		should declare an interest at the start of each individual agenda item if a particular conflict existed.	
Item 04 Minutes of the Open Business of 17th November	21/03/ASB/04	The minutes of the meeting held on 17 th November were agreed as a true and accurate record.	
Item 05 Matters Arising		<p>a) Strategy</p> <p>PB confirmed that the Executive team had continued to work with Assembly members since the last meeting to finalise a new 2021 – 2026 Strategy for the Society. Following a productive session at the Working Day meeting on Monday, it was hoped that Assembly would formally approve the final version of the document at the session later on in the meeting today.</p> <p>The new document would help the Society address the key challenges facing it in both the short and the longer term and bring clarity of direction.</p> <p>Once agreed, a formal presentation of the document will be prepared and the Strategy would be formally launched as soon as possible, hopefully next month to coincide with the Society's 180th anniversary. It would also be available for members to see in time for the AGM in May.</p>	
Item 06 National Pharmacy Boards	21/03/ASB/06	The latest updates from the National Pharmacy Boards were noted.	
Item 07 President's Report	21/03/ASB/07	The latest report from the President was noted.	
Item 08 Treasurer's Report	21/03/ASB/08	The latest report from the Treasurer was noted.	
Item 09 CEO's Report		<p>PB highlighted the significance of the last year for the Society. The move to remote working had been in place for a whole year now and all the teams had worked hard to ensure the Society could continue every aspect of its work successfully.</p> <p>He commended the work of all the teams, particularly in the finance department, who had diligently worked to ensure that 2020 had ended positively in terms of finances and the year had ended in surplus overall. He noted that the strong financial controls in place, and the lack of any face-to-face meetings, had not detracted from the organisation's ability to</p>	

		<p>deliver for members. He also recognised that many members of the Society had faced an incredibly challenging time delivering front line pharmacy services in the middle of a pandemic and was proud of the work pharmacists had delivered.</p> <p>The recent move to a digital-only version of the PJ, although not popular with a small number of members, had been welcomed as a positive step for its future overall. He thanked all those who had contacted the team with their thoughts on the changes and sought to re-assure members that the PJ would still retain its role as a formal record of the Society with the team working to ensure historic articles would be readily available.</p> <p>He reminded members of the great work the Science & Research team were doing in producing the PharmSci Today podcasts which have been attracting large audiences and some big name guests such as Jason Leitch, National Clinical Director for Scotland.</p> <p>PB noted that nominations for the 2021 National Pharmacy Board elections had opened on 11th March and encouraged anyone thinking of standing to ensure they submitted a nomination by the deadline of 1st April. He noted that as the Society was championing inclusion and diversity it would be great to have nominations from pharmacists from the widest possible range of backgrounds. AD and the Business Managers for England, Scotland and Wales were thanked for their work in pulling the nominations site together.</p>	
Item 10 Education & Professional Development	21/03/ASB/10	The latest report and minutes of Education & Standards Committee meeting held on 2 nd February were noted.	
Item 11 Science & Research Committee	21/03/ASB/11	Luigi Martini (Chief Scientist) joined the meeting for this item. The latest report and minutes of the Science & Research Committee meeting held on 9 th February were noted.	
Item 12 2021 Events	21/03/ASB/12	The calendar of dates for events planned for the coming year, including the AGM on 26 th May, was noted.	
Item 13 Inclusion & Diversity	20/13/ASB/12	PB reminded members that at the November Assembly meeting Assembly members had recognised the need to ensure the RPS did all it could to ensure the profession was as diverse, fair and welcoming as possible at every level. The I&D team were therefore asked to explore ways for the Society to be overtly anti-racist, especially as a number of people from	

		<p>diverse backgrounds have told us they haven't experienced the profession as a welcoming place.</p> <p>Since November the team had been working with Assembly and other members to produce a proposed RPS Anti-Racist statement which Assembly now took great pleasure in formally approving. The team were commended for their work bringing this together and the President encouraged members to attend one of the ABCD group meetings.</p> <p>RT also thanked all the members of the profession who had taken the time to contact the Society to tell of their experiences, some of which very difficult to share.</p>	
<p>Item 14 180 Years of Pharmacy</p>		<p>Catherine Walker (Museum Officer) joined the meeting for this item.</p> <p>PB informed members that the RPS would be celebrating its 180th Anniversary on 15th April. He felt this brought a great opportunity to re-enforce the Society's reputation as <i>the</i> professional body for Pharmacists and Pharmaceutical Scientists, recognise and celebrate our Royal patronage, celebrate the past by making core content from the RPS museum available on-line and promote the future as a modern, outward looking organisation.</p> <p>Although plans for many of the events initially considered could no longer be face-to-face and had had to be brought in line with the continued COVID restrictions, the teams had now pulled together extensive plans to celebrate this milestone with a number of different events including:</p> <ul style="list-style-type: none"> • support for International Women's Day and focus on gender equality throughout March • History of RPS virtual exhibition • celebratory 180th certificate for the 600 longest serving and 600 newest members of the Society • 180 years social media card for all members • launch of new 2021-2026 Strategy in April • virtual event to celebrate new Fellows and Charter Award recipient • launch of RPS Inclusive Workplace pledge in May <p>CW then gave a presentation on the work done to bring the museum collection alive on-line. She was thanked for all her work to capture the collection digitally and create such an appealing on-line exhibition, not least as she had only been able to visit the museum physically a couple of times.</p>	

		<p>SB asked if there were any plans to use members of the Society who might want to volunteer to work with the museum collection. PB confirmed that the member volunteers were already an important part of the museum's work and the team would always encourage any members who were interested in participating, but noted that opportunities to do so had been limited over the last year by the COVID restrictions. The team will consider the best way to utilise any member support in future and also how best to promote any volunteer opportunities when they arose. CW added that she already worked very closely with the Retired Pharmacists' Group to best capture the stories of older pharmacists.</p> <p>EJ informed members that the WPB were currently working with a digital artist to capture pharmacy activities during COVID and reflect the diversity of people at work during the pandemic.</p> <p>SG asked if there were any plans to capture the social history of the profession. She replied that she was particularly keen to develop this, alongside the medical history, and felt the social elements of all the Society's collections would be brought to life via the museum's micro-site, which held details of photographs etc and presented a great opportunity to highlight the people behind the Society.</p> <p>She went on to add that the museum was keen to capture and record the consequences of COVID over the last year in a number of different ways once a clearer understanding of the overall picture can be gained.</p>	
<p>Item 15 Any Other Business</p>		<p>SG hoped the observers had found the meeting interesting and noted that they may find attending the next round of National Pharmacy Board meetings as observers of interest too as the Board meetings were the forum for the Society's policy and professional practise work,</p>	
<p>Item 17 Date of Next Meeting</p>		<p>The dates of the Assembly Induction Day and Meeting, 13th & 14th July, were noted. At present it was not known if it would be possible to hold these meetings face to face or whether virtual attendance would still be necessary.</p>	

ACTION SHEET – Assembly Meeting 17th March OPEN BUSINESS

Item	Action	Who by	When

DRAFT