

Assembly Meeting Wednesday 17th March **OPEN BUSINESS**



Assembly Meeting

To be held at 9.00 am to 16.00 pm on Wednesday 17th March at RPS, 66-68 East Smithfield, London, E1W 1AW.

Agenda - Open Business

1. **Welcome to Assembly members & apologies for absence 9.00**

ITEMS FOR NOTING

Members are advised that no discussion will be held on these items at the meeting unless a member notifies the President 48 hours in advance of the meeting of any point they wish to raise

2. **Code of Conduct & Remit of Assembly 9.00**
Governance Manager
3. **Declarations of interest 9.00**
Governance Manager
4. **Minutes of the Open Business the Assembly meeting 9.00 – 9.05**
18th November 2020
To note and approve the minutes of the meetings – any points of material correction or amendment should be notified to the President at least 48 hours in advance of the meeting
Governance Manager
5. **Matters arising from the Open Business minutes not specifically included in the agenda 9.05 – 9.10**
 - a) Item 14 – Strategy
To receive an update on 2021-2026 Strategy following Assembly Working Day
President/Chief Executive
6. **Updates from the National Boards 9.10 – 9.15**
To note
National Board Chairs
7. **President's Report 9.15 – 9.20**
To note
President
8. **Treasurer's Report 9.20 – 9.25**
To note
Treasurer
9. **CEO's Report 9.25 – 9.30**
To receive a verbal report
Chief Executive

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- 10. Education & Professional Development 9.30 – 9.35**
To note the minutes of the final Education & Standards Committee meeting held on 2nd February 2021
Director of Education & Professional Development
- 11. Science & Research 9.35 – 9.40**
To note the minutes of the Science & Research Committee meeting held on 9th February
Chief Scientist
- 12. 2021 Events 9.40 – 9.45**
 - a) To note the calendar of dates for events planned for the coming year
Director of Pharmacy & Member Experience/Director of Education & Professional Support
 - b) 2021 AGM**
To note date/location/arrangements
Director of Pharmacy & Member Experience
- 13. Inclusion & Diversity 9.45 – 10.05**
To receive an update on activity & approve RPS Anti-Racist statement
Director of Pharmacy & Member Experience
- 14. 180 Years of Pharmacy 10.05 – 10.20**
To receive an update on activities to mark the 180th anniversary of the Society including a presentation on the RPS Museum virtual displays
Chief Executive/Museum Officer
- 15. Any other business 10.20 – 10.30**
Any other items of business to be notified to the President 48 hours before the meeting
- 16. Date of next meeting 10.30**
To note the date of the Induction Day 13^h July and Assembly Meeting 14th July

BREAK 10.30 – 10.40



Title	Code of Conduct & Remit of Assembly
Open, confidential or restricted	Open
Author (include email/phone) Position Director responsible	Alison Douglas alison.douglas@rpharms.com Governance Manager Paul Bennett
Purpose of item (for noting/discussion/ decision/approval)	For noting
Item Summary	Members are reminded of the Code of Conduct for Members of the Society Members are also reminded of the remit and powers of the Assembly.
Related Risk Register item (where applicable)	n/a
Related RPS Strategy item (where applicable)	2 – We will be the professional voice of pharmacy
Actions/decisions required of the Assembly	To note

ROLE OF ASSEMBLY (Regulations)

4.0 ASSEMBLY

4.1 Function

The Assembly is the governing body of the Society. Its overarching purpose is to ensure that the Society is led and governed effectively in pursuit of its Charter objectives, and to provide full fiduciary oversight and budgetary control. It maintains the overall strategic direction on all GB-wide issues and is responsible for the sound financial management of the Society.

Its main tasks are to:

- agree the values, tone and ethos of the Society
- enhance and protect the reputation of the Society and the profession
- agree the overall strategic direction and top level objectives of the Society, including European and other international dimensions
- allocate resources
- delegate authority to other governance bodies
- appoint, direct and set broad objectives for the Chief Executive
- monitor performance of Chief Executive and ensure conformance
- account to the membership
- oversee membership critical issues

ROLE OF CHAIRS & OFFICERS' GROUP (Regulations Appendix H)

The Chairs' and Officers' Group (COG) exists to provide a mechanism for making decisions on major issues on behalf of the Assembly that require urgent action and that do not fall within the delegated authorities of other governance bodies with appropriate meeting dates and cannot wait for a decision at the next Assembly meeting.

COG is authorised by Assembly to:

- appoint the Chair and members of the Audit and Risk Committee
- deal with issues arising which require an urgent response that do not fall within the delegated authorities of other governance bodies. Where this concerns new policy, actions would be subsequently ratified by the Assembly as appropriate
- deal with any specific matters delegated by the Assembly

Any actions/decisions agreed by COG should be communicated immediately to the members of the Assembly, unless precluded from doing so by confidentiality. Minutes of meetings will be included in the confidential business of the next Assembly meeting and any decisions that need to be ratified by Assembly members will be done so at that time.

CODE OF CONDUCT FOR MEMBERS OF THE SOCIETY (Regulations)

APPENDIX A - CODE OF CONDUCT

Assembly may create, and from time to time amend or rescind, a Code of Conduct to be observed by all members of the Society. Breaches of the Code may, upon proper investigation under the process set out in the appropriate Regulations, lead to a Disciplinary Panel hearing which may, in turn, depending on the nature of the breach, ultimately lead to expulsion from the Society.

a) All Members

Being a member of the RPS is a mark of professionalism and members, as ambassadors of the Society, should do nothing that might detract from the high standing of the profession. This includes any aspect of a member's personal conduct which could have a negative impact upon the profession. On admission to, and annually on renewal of membership, all members must therefore:

- be in good standing professionally, including with the Society and any other professional body or regulator of which they are a member or registrant
- conduct themselves in a manner that upholds and enhances the reputation of the Society
- further the interests of and maintain the dignity and welfare of the Society and the profession
- exercise their professional skills and judgement to the best of their ability, discharge their professional responsibilities with integrity and do all in their power to ensure that their professional activities do not put the health and safety of others at risk
- when called upon to give a professional opinion, do so with objectivity and reliability
- be truthful and honest in dealings with clients, colleagues, other professionals and all they come into contact with in the course of their duties
- never engage in any activity that will impair the dignity, reputation or welfare of the Society, fellow members or their profession
- never knowingly engage in any corrupt or unethical practice
- not implicate the Society, through direct reference or use of membership status, in any statement that may be construed as defamatory, discriminatory, libellous, offensive, slanderous, subversive or otherwise damaging to the Society
- if convicted of a criminal or civil offence anywhere in the world inform the Society promptly, and provide such information concerning the conviction as the Institution may require. NB- this does not include Fixed Penalty Notice offences.
- observe the Policies of the Society
- comply with the Society's Regulations and all applicable laws

Conduct

If a member generally becomes aware of, or has reasonable grounds for believing, that another member is engaged in or has engaged in conduct which is in breach of the Regulations and/or Code of Conduct of the Society, they shall inform the Society in writing of that belief, but shall not maliciously or recklessly injure or attempt to injure, directly or indirectly, the reputation, practice, employment or livelihood of another member.

Complaints about the professional practice, performance or conduct of a member should be referred to the General Pharmaceutical Council, and any action by the Society may be postponed until the outcome of the Council's proceedings is known.

If the complaint is summarily dismissed by the General Pharmaceutical Council, the procedures set out in the Conduct Scheme for Members will be followed.

If the complaint is the subject of proceedings before a court or other regulatory authority, any action by the Society shall be postponed until the outcome of those proceedings is known, but is not obliged to do so. The Society is entitled to conduct its own investigations and implement its own decisions in accordance with the Society's Regulations and conduct procedures independently from the General Pharmaceutical Council, courts or any other authority.

In exceptional circumstances, the Society may take action in advance of a decision of a court or regulatory authority, in which case the complaint shall be referred to the Chairman of the Membership Committee, and the procedures set out in the Conduct Scheme for Members will be followed.

Bullying or harassment

The Society aims to create an environment which respects the dignity of all individuals, including but not limited to individuals who are Members, members or employees, those who provide services to the Society or conduct business on behalf of the Society or who come into contact with anyone connected to the Society.

Bullying, harassment, or victimisation of any will not be tolerated.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or misuse or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end.

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person, or is reasonably considered by that person to have the effect of violating their dignity or creating such an environment, even if this effect was not intended by the person responsible for the conduct. A single incident or a pattern of multiple incidents of this type of behaviour can amount to harassment and/or bullying. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Any of these behaviours will always be viewed extremely seriously and may result in disciplinary action being taken including, or where appropriate, summary dismissal, removal from office, termination of a contract to provide services or membership of the Society.

b) Additional Code for Governance Body Members

In addition to observing the Code of Conduct for Members of the Society, members elected or appointed to the Assembly, National Pharmacy Boards or any other governance body reporting to the Assembly shall:

- observe the Code of Conduct for Governance Body Members
- act collectively in discharging the functions of the relevant governance body, abiding by and supporting any decisions made
- respect the skills, roles and dignity of staff and other members participating in governance
- not exploit their position as a member of a governance body for personal or business gain, financial or otherwise

Duties

All Assembly/Board members and other governance body members are expected to perform their duties (whether statutory, fiduciary or common law) faithfully, diligently and to a standard commensurate with the functions of the role and their knowledge, skills and experience. They shall also have regard to the general duties of directors including the duty to act, in good faith, in such a way that promotes the success of the Society for the benefit of its members as a whole.

Governance body members shall take due note of any legal advice provided to the Society. Although the ultimate decision in a matter will rest with the relevant governance body or post holder, such a decision should be informed by the legal advice provided to the Society and not taken unilaterally.

Assembly and Board Members are not authorised on behalf of the Society to enter into any legal agreements or other commitments or contracts on behalf of the Society. Only in exceptional circumstances should an elected member be specifically authorised to sign an agreement on the Society's behalf, and in those circumstances instructions should be provided by the Chief Executive to the Society's Legal team.

Collegiality

Any governance body member, whether they dissent, abstain or are absent from the making of a decision by the relevant governance body, accepts the majority decision and is bound by it. Decisions taken collectively by any committee/group/governing body of which the member is a part must be fully respected and the principle of "collective responsibility" for such decisions observed. A governance body member can require their dissention to be recorded, but this does not absolve them from collective responsibility.

Although governance body members may legitimately disagree with the Society leadership, direction, policy and decision-making, any comments made about such policies/decisions should be made in a way which makes it clear that they are the member's personal views and not be made in such a manner as to bring the reputation of the Society into disrepute.

If, after weighing carefully the potential effects on the Society's wider objectives and reputation, a governance body member considers that a matter is of such importance that they feel compelled publicly to oppose a decision of the particular governance body, the member should if possible inform the relevant Chair, or in the case of a Board Chair, the President, in advance. If this is not possible the relevant Chair, or in the case of a Board Chair, the President, should be informed as soon as possible after. The governance body member may then express their personal views on the

matter but, in so doing, must first explain the relevant governance body's policy and the reason(s) for the governance body arriving at this policy.

It is acceptable for a member to dissent from a governance body decision from a moral/conscience perspective but they should fully explain the reasons for doing so to the Assembly.

Confidentiality

Governance members agree to keep all Confidential Information confidential and not to use or disclose it, or make any statement which might risk the disclosure of confidential information, except as authorised or required in connection with their appointment and to use their best endeavours to prevent the use or disclosure of it by any other person. This restriction will cease to apply to information which becomes public knowledge otherwise than through any unauthorised disclosure or other breach.

Governance members accept that, with the exception of personal journals or diaries, all confidential records in any medium (whether written, computer readable or otherwise) including accounts, documents, drawings and private notes about the Society and its activities and all copies and extracts of them made or acquired in the course of their appointment will be:

- the Society 's property
- used for the Society 's purpose only
- returned to the Society at any time on demand
- returned to the Society or destroyed without demand upon the termination of your appointment

The Society makes no claim to personal journals or diaries, however members agree to safeguard, using reasonable security measures, any personal journal or diary that contains sensitive or confidential Society information. Members further guarantee that upon the termination of their appointment, they will redact any highly sensitive data that may be recorded in any personal journal or diary. The Society accepts this personal guarantee on an honour basis, made in good faith, and will not seek at any time to see an individual's personal journal or diary.

'Confidential Information' means information (in whatever form and howsoever held) relating to the business, products, affairs and finances of the Society or of any Group Company or joint venture for the time being confidential to it or to them, and trade secrets (including, without limitation, technical data and know-how) relating to the business of the Society or of any Group Company or joint venture or of any of its or their suppliers, clients or customers including in particular (by way of example only and without limitation):

- terms of business with clients/customers and prices charged
- the identity of the Society or any Group Company's clients/customers and members
- the subscriber database
- specific contact details and terms of business with clients, customers, their requirements and prices charged
- draft publications and publications
- business plans, strategies (including pricing strategies) marketing plans and sales forecasts
- confidential management and financial information and data, results and forecasts (including draft, provisional and final figures), including dividend information, turnover and stock levels, profits and profit margins

- confidential financial information and data relating to the Society's and any Group Company's clients/customers
- information relating to industry knowledge and research, research activities, inventions, secret processes, designs, formulae and product lines
- any information which is treated as confidential or which you are told or ought reasonably to know is confidential
- any information which has been given to the Society or any Group Company in confidence by members, customers, clients, suppliers or other persons, or that you created, developed, received or obtained in connection with your providing the services, whether or not such information (if in anything other than oral form) is marked confidential

This shall not prevent any individual from disclosing information which they are entitled to disclose under the Public Interest Disclosure Act 1998, provided that the disclosure is made in accordance with the provisions of that Act.

Intellectual Property

Governance Members agree to promptly disclose to the Society all work and all Intellectual Property arising from any Work provided by them.

Governance Members agree to assign (by way of present and future assignment) with full title guarantee all Intellectual Property in any Work to the Society (or any Group Company designated by the Society) including (with effect from their creation) all future rights and waive such rights (including moral rights) as are not capable of being assigned.

Governance Members will at the request and reasonable expense of the Society:

- supply all information, data, drawings, software or other materials and assistance as may be required to enable the Society (or any Group Company) to fully exploit any Intellectual Property and Work to its best advantage as determined by the Society
- execute all documents and do all things necessary or desirable to vest ownership of Intellectual Property in any Work or otherwise belonging to the Society in the Society (or any Group Company) and/or to obtain patent or other protection for the Intellectual Property in such parts of the world as the Society (or any Group Company) may specify.

'Intellectual Property' means copyright, rights in inventions, patents, know-how, trade secrets, trademarks and trade names, service marks, design rights, rights in get-up, database rights and rights in data, semiconductor chip topography rights, mask works, utility models, domain names and all similar rights and, in each case: (i) whether registered or not, (ii) including any applications to protect or register such rights, (iii) including all renewals and extensions of such rights or applications, (iv) whether vested, contingent or future and (v) wherever existing;

'Work' means any information, data, drawings, software or other materials or work created or provided by you (either alone or jointly with others) arising from this Agreement or any duties assigned to you by the Society (or any Group Company).

Return of RPS Property

At the end of their term of office, however arising, or at any time at the Society's request, governance members shall immediately return to the Society or destroy all documents, records, papers or other property belonging to the Society or any Group Company which may be in their possession or under their control, and which relate in any way to the Society's or of any Group Company or joint venture or any of its associations business affairs and shall not retain any copies thereof. This requirement shall not apply to a single copy of confidential information kept for legal, accounting or professional purposes which members warrant to keep secure in exchange for reasonable personal use. Members may be asked to certify in writing that they have complied with these requirements.

Conduct

A member of a governance body must inform the Chief Executive if he/she is subject to proceedings (but excluding any preliminary investigations) before a regulatory or licensing body, or has been charged with any criminal offence.

Where a member is subject to such proceedings or has been charged with any criminal offence the Chief Executive will put to the Assembly a resolution calling for the suspension of that member from office and from any governance body pending the outcome of the proceedings against the member under the relevant procedures in the Regulations and Conduct Scheme for Members. If the conclusion/outcome of the proceedings is that the member is not guilty of charges against him a resolution will be put to the Assembly for the suspension from office or governance to be lifted with immediate effect.

Where a member has been convicted of an offence which may be relevant to his membership of a governance body, then the matter will be referred to the Assembly who will deal with the matter in accordance with the relevant procedures as set out in the Regulations.

Assembly Meeting 17th March 2021**DECLARATION OF INTERESTS****Claire Anderson**

- Professor of Social Pharmacy, School of Pharmacy University of Nottingham
- Work with FIP, FIPed lead on workforce development hub
- Trustee Commonwealth Pharmacy Association
- Research and development grants from NIHR, DFID(UKAID), Boots

Martin Astbury

- Morrison's Pharmacy pharmacist (employee)
- Pharmacy Research UK charity trustee
- member of the RPS Pharmaceutical Publications (PhP) board

Ewan Black

- Pharmacy Superintendent & Manager, Stronvar Ltd, Greenhead Pharmacy, Dumbarton
- Member, Scottish Pharmacy Board
- Member, PPC, Greater Glasgow & Clyde Health Board
- Wife is a hospital pharmacist

Sharon Isobel 'Sibby' Tait Buckle

- Deputy Chairman and Communications Lead, Notts and Derby Pharmacy Forum (RPS/LPF)
- Advanced Practitioner pharmacist at Boots Derby flagship pharmacy
- Member of women2win
- Member of the East Midlands Clinical Senate Assembly
- Executive Member, Boots Pharmacists' Association
- Daughter is a medical student.
- Daughter is a junior doctor
- Brother is a GI consultant surgeon
- Brother is a senior partner in his dental practice
- Father is a retired pharmacist
- Mother is a retired midwife and health visitor
- Contribute to media articles in pharmacy medical /health press
- Director of Cairn Place Ltd
- Deputy Chairman, Rushcliffe Conservative Association
- Conservative Party Candidates List

Jonathan Burton

- Community Pharmacist & Director, Right Medicine Pharmacy, University of Stirling
- Chair, RPS Scottish Pharmacy Board
- Member, SIGN Guideline development group for uncomplicated UTI management

David Carter

- Chairman, Gateshead & South Tyneside LPC
- RPS North East, member of steering committee
- Director Galen Pharmacy Ltd
- Director of PSNE LTD

- Brother is an academic pharmacist

Sandra Gidley

- Self-employed locum community pharmacist
- Regular consultancy for Eden and Partners (political awareness training)
- Member of Liberal Democrat Party
- Liberal Democrat Borough Councillor, Test Valley Borough Council
- Member of Bath University external reference group (same phrasing as Mike Hannay)
- Councillor for CPA (Commonwealth Pharmacists Association)
- Member of PHP Board.
- Son is a registered nurse

Thorrun Govind

- Locum Pharmacist-various companies Contribute to media pieces in the press
- Director-Pharmthorrun Ltd
- Trainee Solicitor-Hempsons
- Member of the Editors Council-Journal of Pharmacy Management
- RPS Prereg training contributor
- Brother-Superintendent Pharmacist
- Father-Pharmacist and Pharmacy Director
- Pharmacist- Boots

Jamie Hayes

- Cardiff and Vale University Health Board
- Member of Welsh Pharmacy Board, RPS
- Honorary Senior Lecturer, fees from various academic institutions - Cardiff University and Keele University
- Director, Welsh Medicines Resource Centre (WeMeReC) and all Wales Therapeutic and Toxicology Centre (AWTTC)
- Director of JMH Collaborations Ltd
- All Wales Medicines Strategy Group, Steering Committee
- All Wales Prescribing Advisory Group (AWPAG)
- Steering Group, MSc in Therapeutics, School of Medicine, Cardiff University
- Consultancy fees for speaking, coaching, seminars and workshops and Business Development Sessions eg Walgreen Boots Alliance
- Consultancy fees for Business Development sessions
- Wife is Medical Director for Palliative Care at Marie Curie Hospice

Mike Hannay

- Managing Director, Medical Technologies Innovation Facility (MTIF),
- Non-Executive Director, National Rural Health & Care Centre,
- Non-Executive Director, MediLink East Midlands,
- Trustee, Linkage – a charity supporting people with learning disabilities,
- Hannay Holdings (Partner),
- Visiting Professor, De Montfort University
- Honorary Professor, University of Leicester

- Advisory Board member, APS
- Science & Research Board member, RPS
- Member of University of Bath Pharmacy Advisory Group

John Marriott

- University of Birmingham – full time salaried professorial appointment
- HRA RES – honorarium for Research Ethics Committee Chair post
- Member of the Pharmacy Schools Council

Lynne Smith

- Governance Services Team, Bolton Council
- Lay Committee member, Royal College of Anaesthetists

Suzanne Scott- Thomas

- Clinical Director and Head of Medicines Management Cwm Taf UHB
- Chair, Welsh Pharmacy Board, RPS
- Member of the Guild of Hospital Pharmacists
- Member of Assembly, RPS
- Director of Coedrath Caravan Site Ltf
- Chair of Community Pharmacy Digital Applications programme Board in Wales

Andre Yeung

- Chair, LPN – Pharmacy (Northumberland, Tyne and Wear)
- Pharmacist Advisor – Andre Yeung Ltd
- Senior Specialist Advisor Public Health – Newcastle City Council
- Director at CPCS Support Ltd
- Advisory board for Durham University Business School

Minutes of Assembly Meeting held on 18th November 2020 – 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), Thorrun Govind (TG)

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), Amandeep Doll (AM), Elen Jones (EJ), Ravi Sharma (RS), Alison Douglas (AD), Corrinne Burns (CB), Claire Morrison (CM), Vicky Taylor (VT)

Observers: Bayo Adegbite, Bruce Burnett, Darren Powell, Karen Harrowing, Mohammed Hussain, Neera Goel, Nisa Khan, Noma Al-Ahmad, Ojali Negedu, Raliat Onatade, Mohammed Faraz Hussain, Elsy Gomez Campos

Apologies: None

Item	Paper	Notes and actions	Action by
<p>Item 01 Welcome & apologies</p>		<p>SG welcomed all present to the meeting and Assembly and staff members introduced themselves. There were no apologies but it was noted that JH would be joining the meeting slightly late.</p> <p>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. She reminded all present on the Zoom call that pictures should not be taken during the meeting as consent to do so had not been obtained from attendees.</p> <p>SB requested that these observer members be asked to introduce themselves, as Assembly members and staff had just done as she would like to know exactly who they were and was uncomfortable not having a list of their names etc. SG stated this was not necessary as the members were simply observing and not participating in the meeting. She also pointed out</p>	

		that a full list of all attendees at the meeting, including all observers, was available for all participants to see under the Participant list in the Zoom screen and suggested SB consult this for information.	
Item 02 Code of Conduct & Remit of Assembly	20/11/ASB/02	The Code of Conduct and current remit of Assembly were noted.	
Item 03 Declarations of Interest	20/11/ASB/03	The updated declaration of interests paper was noted. SG reminded Assembly members that they were also able to declare an interest at the start of each individual agenda item if a particular conflict existed.	
Item 04 Minutes of the Open Business of 15th July	20/11/ASB/05	AD noted that SB had been present at the meeting on 15 th July but had been missed off the attendance list on p1 of the minutes. With this amendment, the minutes of the meeting held on 15 th July were approved as a true and accurate record.	
Item 06 Matters Arising		<p>a) 180 Years of Pharmacy</p> <p>PB updated Assembly on the plans to recognise and celebrate the 180th anniversary of the RPS which was founded on 15th April 1841.</p> <p>A series of events and other activities were being planned based not only on looking back over the long history of the Society but also on looking forward into the future of pharmacy and celebrating achievements across the entire membership both UK wide and overseas. It was an opportunity to reinforce the RPS's reputation and brand as a professional body with royal patronage.</p> <p>The timetable of events would start in January and would include:</p> <ul style="list-style-type: none"> • content of the RPS museum launched on-line for the first time • launch of a new RPS Strategy • collation of pharmacy images collected across the organisation • on-line exhibition of Women in Pharmacy to coincide with International Women's Day • Facebook live event • commemorative certificate for the 180 longest serving and 180 newest members of the Society • commemorative on-line social media card for members 	

		<ul style="list-style-type: none"> • celebratory edition of PJ <p>CA has already expressed an interest in being involved in the planning stages for the events and PB invited any members who might also want to be involved to contact him in the first instance. AD was asked to email Assembly members with a reminder about this after the meeting.</p> <p>ACTION - AD</p> <p>JH joined the meeting.</p>	AD
Item 06 Elections	20/11/ASB/06	<p>The following Assembly members were conflicted for this item (either because their election was deferred in 2020 or they may be re=standing in 2021) and as such, although they would be permitted to speak on the issue, they would not be permitted to vote on any decision:</p> <ul style="list-style-type: none"> • SG • MA • JB • SST • CA • TG • EB <p>As the President was among the conflicted members, PB took the chair for this item and gave a brief summary of the background. Due to the outbreak of the COVID-19 pandemic Assembly had agreed in March that, given these exceptional circumstances, the 2020 Election Scheme would be withdrawn and the National Pharmacy Board elections for 2020 would be cancelled. Consequently, those board members whose terms of office would have come to an end in June 2020 were granted an extension of one year to their term.</p> <p>At the meeting in March it was further agreed that, should these members chose to stand for election in 2021, and be successfully returned for a further term of office, it <i>would be anticipated</i> they would choose to stand down from office one year early (ie in Summer 2023) when their term of office would have come to an end had they been re-elected in 2020, rather than serving the full three years.</p>	

	<p>While this was not made a mandatory requirement and would be at the member's own discretion there was a clear expectation from Assembly that they would choose to stand down in 2023.</p> <p>PB drew members' attention to the advice (set out in the paper) which had been received from Mi-Voice, the Society's external scrutineers, that organisations provide clear rules and requirements for nomination and voting processes, rather than relying on general guidance or broad principles as these can prove challenging to enforce (as has sometimes been experienced by the Society in relation to campaigning etc in previous years).</p> <p>Assembly members were therefore now asked to consider options for the formal requirements of the 2021 elections which were outlined in full in the paper and briefly summarised now by AD, with the recommendation that Option D (specifying a two year term for any of those who would have been due for election in 2020 should they be elected in 2021) be implemented.</p> <p>SG declared an interest and noted that in her personal opinion, she felt it would be unfair to obtain any advantage as a sitting member of the decision taken by Assembly to suspend the election.</p> <p>MA declared an interest and stated he believed the proposal under option D would amount to an imposition of a restriction on the 2020 individuals, should they choose to stand for re-election in 2021. He therefore felt Assembly should first debate whether they were happy to impose such a penalty. when he believed the 2020 individuals had already been penalised by not having the opportunity to stand for election this year. He felt Assembly had taken a decision to extend individuals' terms of office which had then been imposed on them.</p> <p>He cited precedents in the past when members had had their terms either extended or cut short for various reasons such as the de-merger or the withdrawal of sectoral places but noted that in these instances no attempts had been made to then re-dress the extension or curtailment. He also drew a comparison with how a casual vacancy would be treated should one have arisen this year or should one arise between now and the election next year.</p> <p>He believed that if lawyers or trade unions were to look at the action being proposed under, for example, employment law the only way they would be able to justify the action would be to consider the Society an 'old boys club' with its own internal rules and regulations and questioned if this was how the Society would wish to be portrayed. He was therefore in</p>	
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		<p>favour of Option B (to have split term lengths of two and three years according to the number of votes cast for each candidate) and stressed his wish to see an equitable, fair and transparent election in 2021.</p> <p>TG declared an interest and questioned how the membership of the Society would view a decision to approve Option B and if the discussion in March was taken into account it was clearly 'expected' that 2020 members would stand down a year early. She suggested working along these lines might be included in the candidate information of the 2020 candidates on the ballot paper and then voting members would be able to decide for themselves. She also noted that if 2020 members had so strongly seen the extension to their term as an 'imposition' they could simply have resigned from office.</p> <p>SB expressed her strong disagreement with the view taken by MA and noted that Assembly had made a decision to suspend the 2020 election with the clear understanding that those members affected would stand down a year early as they had had the benefit of an extra year in office. This should not therefore be optional and if returned to office these individuals must only serve for two years. She believed as much opportunity as possible should be given for members to vote for new individuals in 2021.</p> <p>JB declared an interest and noted that the Society had made the completely appropriate decision to suspend the election in March, given the exceptional circumstances, and as one of those who had their term extended did not see this as an imposition at all but, rather, as a privilege. He felt Assembly should now make a decision based on inclusion and doing the right thing rather than cold governance alone and was disappointed that a discussion even needed to be had.</p> <p>He felt it was important to think about the potential new candidates in 2021 and the benefit of the wider organisation with the right thing to do being to hold the door open for new Board members rather than pull up the ladder and preserve the status quo.</p> <p>JH and CA (CA declared an interest) fully supported the views of JB and would favour Option D.</p> <p>DC however agreed with MA and noted that one of the arguments given against Option B was that newly elected Board members would only serve a two year term, which happened from time to time anyway when a casual vacancy occurs. He would therefore favour Option B.</p>	
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		<p>AY observed that Option D was simply a more formal, mandatory version of what had been agreed in March (ie Option C).</p> <p>SST declared an interest and felt a forward view should be taken of the Board composition, although the potential to give a slight imbalance on the Boards might still exist with Option D this was much less than the absolute imbalance that would arise should Option A (all 2021 term lengths be kept at three years) be followed.</p> <p>LS reminded Assembly that a very robust discussion had taken place at the meeting in July around term limits and felt that Option D reflected the spirit of this discussion and would provide clarity for voters.</p> <p>MH also felt that ensuring clarity for both those standing for election and the electorate themselves was important and he would therefore not want to see any voluntary arrangements. He noted that no solution was perfect but members should decide on the option that was best for the Society and gave the opportunity for new voices to be heard.</p> <p>JM felt the discussion was pointing members in an obvious direction as to which was the best option which in his view was Option D.</p> <p>MA stated he was the least affected by a decision on this and was not in any way trying to gain an advantage and although he heard the arguments around encouraging new board members etc he felt the best thing should be done from a governance perspective to retain the ~1/3 split of board turnover each year. He did not believe there was any precedent for Option D either in the history of the Society or in terms of good governance generally as it could potentially affect the 1/3 split of the boards.</p> <p>SG felt there was a need to consider what the overall membership of the Society would think if Assembly members were seen to engineer any form of advantage or gain from the COVID pandemic in any way.</p> <p>The seven members of Assembly who were not conflicted on this item were then asked to vote on which of the four options outlined in the paper they would wish to implement for the 2021 elections. One member voted in favour of Option B, six members voted in favour of Option D, which will therefore be implemented.</p> <p>Members were then asked to consider the three other recommendations in the paper around Candidate Information ie to include Board Member length of service, to remove length of registration and to collect anonymised Inclusion & Diversity data.</p>	
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		LM informed the meeting that the Industrial Pharmacy Advisory Group had now been re-established and would potentially include Pharmaceutical Scientist members as well as pharmacists. An announcement on the Group's final composition will be made shortly.	
Item 12 Inclusion & Diversity	20/11/ASB/12	<p>Amandeep Doll (AmD) joined the meeting for this item.</p> <p>SG noted the session held at the Assembly Working Day yesterday and invited TG to comment on the discussion held at that meeting. TG had been really pleased to see the work done so far by the team and the newly established ABCD Group and noted that all Assembly members had acknowledged how important it was to continue this work so as not to lose the momentum that had been built. She proposed that a statement of support from Assembly on behalf of the organisation as a whole be issued to show its continued and unanimous support for the work of the Group.</p> <p>RT thanked Assembly members for their input into the I&D item at the Working Day and the positive discussion that was held. It had been clear from this discussion that Assembly acknowledged more could still be done and therefore wanted to see this remain a significant priority for the organisation in terms of nurturing and celebrating as a strength diversity across all areas of its work.</p> <p>He noted that race had, rightly, been a key priority over the last few months and remained the right thing to focus on while racism and systemic bias still existed. He wished to note that a number of anti-racism statements had been made by Assembly members at the meeting yesterday and, with Assembly's unanimous approval, would now be worked up into a formal statement to be issued on behalf of the entire organisation.</p> <p>ACTION – AmD/RT/SG/PB</p> <p>Equality, Diversity & Inclusion (EDI) Data Collection</p> <p>AmD introduced the paper outlining a number of proposed options for collection of EDI data. She reported that the team had already begun to collect EDI data for Board and Assembly members to help highlight those areas where the Society is not doing as well as it might with to, and to better enable work to address imbalances. However, there was an important need to do the same across the wider membership of the RPS too not only to help</p>	AmD/RT

		<p>ensure that any actions taken do start to have traction and make a difference but to also flag up areas where more might need to be done.</p> <p>She confirmed that Option 3 (the optional collection of the data at the end of the membership joining and renewal processes, then stored in a separate EDI data file (not identifiable to any individual)) would be the recommended way forward as this allows for data to be collected and also balances the data protection safeguards for members personal details. RT clarified that provision of this information would be purely voluntary but that the team would be doing all it could to ensure members felt comfortable providing the information safe in the knowledge it would be completely anonymous.</p> <p>Assembly unanimously approved Option 3.</p> <p>ACTION – AmD/RT</p>	AmD/RT
Item 13 Early Careers Programme	20/13/ASB/12	The update report on ECP work was noted.	
Item 14 Strategy		<p>PB noted that the Society’s existing Strategic Plan, created in 2016, came to the end of its five year span next year. The Executive Team, in partnership with the Country Directors and Assembly members, were currently in the middle of a significant piece of work to produce the next five year plan which would take the Society into a new phase as it marked its 180th anniversary.</p> <p>The work sought to address a number of significant questions facing the organisation and he has been delighted with the progress made to date. He noted that the final iteration would be created after the next Strategy Workshop on 20th January and would then be shared with the three Nation Boards and be formally signed off by Assembly at its meeting in March ahead of the launch in the anniversary week in April 2021.</p>	
Item 15 Health & Safety	20/11/ASB/15	The annual Health & Safety report was noted.	
Item 16 AGM		RT informed members that teams were currently planning for the 2021 AGM to be held wholly virtually following the success of the meeting in 2020 and would be looking to make the experience even more interactive than this year’s had been.	

		<p>Although it would take place at some point in May the final date had yet to be agreed and would be dependent on the timing of the completion of the annual accounts. Whilst some idea of 'new normal; might be clearer by this time, he noted that to run a mixed model of virtual/face to face would be incredibly difficult and the team had therefore taken the decision to hold a wholly virtual meeting instead. As this meant it would be more readily accessible to a much wider audience he was hopeful attendance would increase from the 140 at the 2020 meeting which in itself had been a record turnout.</p> <p>SST would hope it might be possible to continue to hold the AGM and possibly other meetings completely virtually even when any 'new normal' is established.</p>	
Item 17 Any Other Business		<p>SG hoped the observers had found the meeting interesting and noted that in 2021 a common process across all three National Boards and Assembly would be introduced which would hopefully enhance the experience and she looked forward to future greater level of engagement with members.</p>	
Item 17 Date of Next Meeting		<p>The dates of the Assembly Working Day and Meeting, 16th & 17th March were noted.</p>	

ACTION SHEET – Assembly Meeting 18th November OPEN BUSINESS

Item	Action	Who by	When
Item 05 180 Years of Pharmacy	Reminder to be sent to Assembly re volunteering to help with planning for 180 Anniversary events	AD	December
Item 06 Elections	Amendments to election process/governance documents to be implemented Election Scheme to be updated	AD	As soon as possible/2021 elections
Item 12 Inclusion & Diversity	Formal statement to be issued on behalf of Assembly/RPS as a whole Voluntary EDI data collection to be implemented in time for 2021 renewals	RT/AmD RT/AmD	As soon as possible 2021 renewals

ROYAL PHARMACEUTICAL SOCIETY

Assembly Meeting 17th March 2021

21/03/ASB/06 - Open

Title	Update from National Boards - Policy and Stakeholder
Open, confidential or restricted (if not in open business please state why)	Open
Author (include email/phone)	Heidi Wright and policy team Heidi.wright@rpharms.com 0207 572 2344
Director responsible	Ravi Sharma, Director for England Clare Morrison, Director for Scotland Elen Jones, Director for Wales
Purpose of item (for noting/discussion/decision/approval)	To update Assembly on the work of of the National Boards through the Policy and Stakeholder group from November 2020 – February 2021
Item Summary	This paper provides an update on the work undertaken by the policy and stakeholder group
Related Risk Register item (where applicable)	n/a
Related RPS Strategy item (where applicable)	All
Actions/decisions required of the Assembly	To note

Policy and Stakeholder Update to the March 2021 RPS Assembly

We continue to work on COVID-19 related activity and a COVID response team (CRT) ensures work is discussed, prioritised and actioned as necessary. The CRT and the wider organisation are also proactively focusing on other priority areas for Pharmacy and RPS. As a GB wide team, we are leading on Workforce Wellbeing, Inclusion and Diversity, Independent Prescribing and Digital Network workstreams across the organisation.

We are also involved in Early Careers Pharmacists project and the establishment of expert advisory groups for Primary Care Pharmacists, Community Pharmacists and Digital.

RPS Mission: We put pharmacy at the forefront of healthcare.

RPS Vision: We are the world leader in the safe and effective use of medicines.

Policy development

Policy has been developed at speed during the COVID19 pandemic, but we still ensure engagement with members and the boards as much as possible to help inform and decide the RPS position. We are continuing to work in an efficient way to produce reactive policies, which ensure support and leadership for pharmacists where needed.

We are currently developing a policy position on the RPS views on hub and spoke which we will develop with board members and the wider membership. This will also be informed by our discussions with other pharmacy organisations and other key stakeholders.

We are reviewing our current policy on Pharmacist Independent Prescribers following changes since its publication in 2018.

Policy leads are leading and supporting the projects on Workforce Wellbeing, Inclusion and Diversity, Independent Prescribing and Digital.

All of our current policy asks can be found at

<https://www.rpharms.com/resources/pharmacy-guides/coronavirus-covid-19/coronavirus-policy-asks> and our previous policy wins can be found at:

<https://www.rpharms.com/resources/pharmacy-guides/coronavirus-covid-19/coronavirus-policy-asks/policy-wins>

Brexit / FMD:

The UK no longer has access to the Falsified Medicines Directive (FMD) which ensures that medicines in the EU are legitimate, safe and of high quality. Stakeholders have indicated that it is likely to be at least 2 years until a similar verification scheme is established for the UK. RPS is concerned that removal of these safeguards could increase the risk of counterfeit medicines.

Consultations:

As a policy team we continue to respond to consultations both GB wide and country specific. Since November we have responded to 18 consultations. This includes a response to the GPhC consultation on fitness to practise procedures which was informed by our members using the Action Belonging Culture and Diversity and Early Careers Pharmacist groups as well as an invite for all members to discuss at an evening event.

Public affairs and stakeholder engagement

The Public Affairs leads continue to engage with political parties on the role of pharmacists across hospital, primary care and community settings to support the COVID-19 vaccination roll-out.

The All-Party Pharmacy Group published a report calling for greater support for pharmacy in England during COVID-19, informed by interviews with key stakeholders and 1,600 responses to a survey of pharmacy teams.

The RPS had a constructive meeting with officials from the Department of Health and Social Care in December, alongside GP and pharmacy bodies, following our joint letter with RCGP, BMA, the GB community pharmacy negotiators and National Voices, which called for pharmacists to be enabled to make minor changes to a prescription when a medicine is out of stock.

We continue to engage with relevant Parliamentary inquiries (GB), including highlighting our wellbeing survey in written evidence to the Health Committee inquiry on burnout.

The Scottish Green Party lodged a motion on pharmacists' mental health and wellbeing, recognising the RPS survey, which gained cross-party support from MSPs.

Our manifesto document "The future of pharmacy in Scotland: RPS manifesto for the Scottish Parliament elections 2021" was published at the end of October ahead of the Scottish Parliament elections in May. The Scottish Manifesto has been shared with key stakeholders across pharmacy and health sectors and meetings have been held with the Scottish Lib Dems, Scottish Conservatives and Scottish Greens to encourage parties to include the asks in their own manifestos. Our Director for Scotland took part in a health fringe event organised by Holyrood Magazine at the SNP Conference. In December, the 24 Days of Pharmacy campaign on social media highlighted the varied roles that pharmacists undertake and raised awareness of our manifesto. This campaign culminated in a video message on Day 24 from pharmacy and health leaders which gained over 3000 views and earned over 21,000 impressions. We will continue to promote the role of pharmacy throughout 2021 alongside highlighting our manifesto asks. Once the election is concluded, our focus will move to working with the new Scottish Parliament to continue to promote the vital role of pharmacists and pharmacy in Scotland.

Chair of the WPB gave oral evidence on behalf of RPS to the Welsh Parliament's Health Committee as part of the COVID inquiry. This is the second time RPS has given evidence during the pandemic and highlighted the key role pharmacy teams have played across all sectors.

The Manifesto for Pharmacy in Wales for the election to the Welsh Parliament, due to take place in May 2021 was also been published in October. This has taken account of

the learnings to date from the pandemic. The manifesto has been shared with the main political parties in Wales and key issues for the pharmacy profession have been promoted at manifesto round-table events with the Welsh Conservatives and Plaid Cymru. The manifesto leads for each of the main parties have been approached for one-to-one virtual meetings. To date meetings have been held with the lead for the Welsh Conservative Party and responses to invitations to meet with Plaid Cymru and the Welsh Labour Party are being followed up.

Discussions have been undertaken with other stakeholders to explore common ground for joint campaign approaches. To date the potential for joint campaigning on electronic prescribing solutions and managing medicines shortages has been agreed with RCGP Wales and BMA Cymru Wales. Work with the Welsh NHS Confederation Policy Forum has provided opportunities for promoting RPS Wales' key asks in discussion with other stakeholders. RPS Wales also inputted into and endorsed a manifesto from a broad coalition of health and social care stakeholders to influence the political party manifesto preparations.

Social media is being used to amplify our calls to action to RPS members, the wider profession, and other key stakeholders. We'll continue to promote the calls to action for the next election. This will include pursuing meetings with politicians and party staff involved in the manifesto development process, engaging with candidates for the election, working with other royal colleges, and promoting the calls to action through social media. A virtual hustings session with other royal colleges will also be explored as will the potential of working closely with RPS members to promote the manifesto for pharmacy in their electoral constituencies.

Other work

Members of the Stakeholder and Policy group have also been involved in supporting the other workstreams. This includes:

- Answering member queries coming in via social media and via the support team
- Responding to GB press enquiries
- Developing content for Facebook lives, Prezcasts, webinars, and parliamentary briefings
- Active participation in project teams supporting the ECP workstream and Community Pharmacist Consultation Service CPD delivery.
- Supporting the education team to write mock exam questions

Next steps

As we start to embed new ways of working policy work will continue alongside improved engagement with members. One of the main focuses is on how pharmacy will evolve, shape and adapt to the new ways of working as the pandemic is controlled. We will continue to review our engagement with members and explore how this can be further enhanced.

Claire Anderson, Chair, English Pharmacy Board
Jonathan Burton, Chair, Scottish Pharmacy Board
Suzanne Scott-Thomas, Chair, Welsh Pharmacy Board

President's report to Assembly – March 2021

The last few months have been very busy and much of my focus has been on linking the internal with the external. In addition to the usual catch up meetings there have been discussions relating to a number of important subjects such as post graduate registration, Brexit, vaccination policy, prove reg exams and a whole tranche of meetings relating to the development of our strategy for 2021-2026. The strategy outlines the ambitions for RPS for the next 5 years and I am confident will take us from strength to strength.

There have been the routine high level meetings with external stakeholders such as NPA, FIP, CPA and GPhC. With the usual ad hoc opportunities for networking absent, these have been important and I do reflect on whether there should have been more of them but interaction has taken place when needed to further an issue.

Internally I have also engaged with the Retired Pharmacists Association, the ABCD group and have tried to attend and support evening webinars whenever the diary has allowed. I also made my share of phone calls to members ahead of the Board meetings and this has prompted some thinking about other ways to engage with members.

In addition to that there have been the usual round of meetings, including FIC, Audit and Risk, SRC and ESC. I was on the panel for the interviews for the new Chairs of these committees and we found two excellent candidates in Andy Husband and Barrie Kellam. I have also taken a strong interest in the diversity work.

Brexit was a focus of some activity because we needed to be sure that preparations for medicine supply were still in place and we sought reassurances on this. This also gave us the opportunity to write to Government about substitution when a product was not available. Many thanks to Ravi Sharma for assembling a coalition of support including BMA, RCGP and National Voices. This made our approach hard to ignore and prompted DH to hold a wider scale meeting on the subject. I stress that this is a work in progress but at least we are making progress.

Other political meetings include two meetings with Jo Churchill (England Pharmacy Minister), along with Claire Anderson and Ravi Sharma. During the second meeting vaccinations were very much on the agenda and as a consequence RPS worked with other pharmacy organisations to plan for greater participation of community pharmacists in the vaccine rollout. There was also a meeting of the All Party Parliamentary Group on Pharmacy.

Late last year I attended a health and care reform round table and the main aim seemed to be to gather initial opinions in order to map out further work. I also represented RPS at the MHRA's pregnancy and breastfeeding forum and at a MindEd meeting. Both of these are regular and longstanding commitments.

I also attended a cross organisation meeting, convened by the NPA on hub and spoke. This is another area of current political interest. The meeting was very interesting and probed a number of contentious areas. We ended up with a further list of potential issues that needed to be investigated further but the morning was very constructive.

There have been a number of conversations with a range of stakeholders about the proposed POM to P change of desogestrel . This is a move which is currently out for consultation but RPS have issued supportive statements, alongside a number of other organisations.

The Tavistock judgement on puberty blockers has generated meetings with GPhC and some of the charities who do work in this area. The organisations we met were very pleased to be able to explain the issues to us and there is clear need for information to help pharmacists in dealing with some sensitive cases.

More recently, quite a lot of time and effort has been put into engaging with the GPhC on the subject of the provisional registration exams and seeking assurances about the ongoing process and that problems will be sorted prior to this summer's pre reg exams.

There has been some media work. Broadcast media has been predominately on Brexit and vaccinations but there have been a number of print media interviews on a wide variety of subjects.

I have continued to produce a range of podcasts (Prezcasts) and recently have been talking to people who have received honours. We all like to see pharmacists receive honours and it has been fascinating to talk to different people about their life and achievements.

At an international level – Paul and I had a very informative meeting with the Chief Exec of CPA. I have attended an extra Council meeting of FIP and sadly said goodbye to PGEU. Before we left we took part in a high level meeting looking at the potential for medicines shortages after Brexit. Whilst we have been well prepared there were significant issues identified relating to NI and Gibraltar, as well as some concerns about receiving medications in a timely manner from the UK.

On a lighter note there appears to have been a virtual awards season and I have attended a number of these on behalf of RPS. Whilst it has been disappointing that the face to face events have not taken place it is always a pleasure to see people being rewarded for achievements which go above and beyond the everyday. Inspirational!

My term of office is coming to an end. In July 2020 I had not anticipated that for nearly three quarters of that term we would be suffering the restrictions of Covid and that much of the Ambassadorial type work would take a back seat. The work has been different and we have all learned to embrace the new challenges. But we have also managed to develop our I and D work, provide massive support to our members during Covid 19, be a strong advocate for the profession, open up our meetings and have developed an ambitious strategy to take us forward over the next five years. I have worked with some fantastic people who have indulged some of my whims and it has been an absolute privilege so I just want to end by saying thank you to all those who have made it all happen.

Sandra Gidley FRPharmS

Dear Assembly Colleagues,

Thanks in advance for taking the time to read my March 2021 statement as Treasurer of the Royal Pharmaceutical Society.

My work as Treasurer at the RPS continues. As you know, I have invested time and energy up front to try and get up to speed and I do now feel that I have a good understanding of the role and I believe I've developed good relationships and ways of working with the executive team. I maintain a position that allows me to think critically about the RPS finances and work closely with Board and Assembly colleagues to listen to their views. I hope that this approach allows me to contribute in some way to the attainment of the objectives of this organisation and the aspirations of our profession.

The below text, extracted from the RPS Regulations outlines the role of the Treasurer and I think it important that you bear this in mind as you read this statement. As an Assembly member, I like you, have a broader range of interests here at the RPS that the below however I've tried my best to limit this statement to matters directly related to this remit...

<p>The Treasurer monitors the implementation of the Society's financial policies and accounts to the membership for that, including:</p> <ul style="list-style-type: none">allocation of resources against strategic prioritiesfinancial performance against budgetasset strategyreserves and investment policies

RPS performance in 2020

Looking back at 2020 I think it would be safe to say that as COVID approached, I don't think that any of us would have expected to see the bottom-line performance that we did at the end of year here at the RPS. Although the figures are just being finalised, to arrive at the end of year with a solid profit for the organisation, to have invested a significant amount back into in our reserve fund and to have maintained business operations at a high level despite everything that has happened is a fantastic achievement I'm sure you'll agree. I know that we are all grateful of this but as Treasurer in particular, I think it's really important for me to recognise how the balanced and adaptable approach of executive colleagues enabled delivery throughout a very difficult year. When looking back at 2020 I also think it's important for me to highlight to colleagues the ongoing fantastic contribution made to this organisation by the pharmaceutical press side of the business. Much of what we do for pharmacists and pharmacy is supported by the real-world success of our publishing business and for that I'm really grateful.

I would just mention two things to balance and temper this positivity. Firstly, that our revenues actually fell in 2020 vs 2019 and finding new business and revenues is notoriously difficult to do. We must monitor this throughout 2021. Secondly, in order to deliver our operating profit within a COVID world we stopped doing a lot of stuff. In some areas this may not have had a huge impact however in other areas it will have prevented us from doing things that needed to be done e.g. local engagement or marketing activities. The effects of this may have a knock-on impact so again I would urge us to stay close to the figures as we move through 2021.

Looking forward to the rest of 2021

As we look forward into 2021 and even beyond to 2022 we know that we will face perhaps even more challenging circumstances as the impact caused by COVID starts bite into economies around the

world. I'm concerned by what a global recession may mean for us, by higher inflation and higher tax rates. For me, there are some activities that the Royal Pharmaceutical Society is undertaking that will help us mitigate these risks and maintain performance.

In my last Assembly update I mentioned that there was recognition that a review of our investments was needed. I also stated that as Treasurer I was keen to input into this process. I'm therefore very pleased to update you that this process has now begun and that, at the time of writing this update, a paper is being brought to the Finance and Investment Committee that explains our various investment options, weighs up the pros and cons of each and allows us to discuss and debate the right path forward for our organisational investments in 2021 and beyond. This subject will then be discussed at this March Assembly meeting. I do hope that Assembly colleagues recognise that our NEW investment strategy should be a framework that allows the RPS simultaneously to be flexible enough to adapt to a changing world but also give us the control and assurance to know that whatever happens in coming years we will protect and make the very best possible use of our long-term investments for future generations.

Ruffer fund has delivered excellent performance and growth for us in the recent past. I believe that we can build upon this and create something more modern and more adaptable that will yield significant benefits. Undertaking a review of this kind will require us to think differently, to be more imaginative and to be confident enough to make the right long-term decisions for the organisation.

I'm really enthused by our additional investments in our infrastructure with projects like the DIGITAL pharmaceutical journal and the investment in our Customer Relationship Management systems (Salesforce). I'm assured by conversations I've had with executive colleagues that these new tools, which will come into play in 2021, will actually reduce our costs whilst also increasing the productivity and effectiveness of our teams going forwards. As treasurer, this is the type of investment that I believe is important to make now for the benefit of our future growth and success of the organisation.

Review of FIC Terms of Reference & Membership

As the new treasurer here at the royal pharmaceutical society and chair of the Finance and Investment committee I have spent much time with finance and with assembly colleagues. I've attended remuneration committee, audit and risk committee as well as a number of Assembly meetings. What I have experienced leads me to think that we have some excellent governance structures here at the Royal Pharmaceutical Society. However, we all must still work hard to leverage these governance structures so that they can fulfil their important functions. As part of that work, I'm therefore pleased to tell you that I've asked for a review of the terms of reference at the committee that I chair which is FIC and that is in the hope that we may bolster that committee with an additional member (or members) from a finance background. Currently, we have no expert lay-member on that committee and I believe that by bringing in additional expertise and experience at that level, through recruitment, will enable us to deliver even better performance here at the RPS. For those of you who have worked with lay members and industry experts at Assembly meetings, at ARC and PHP Board, I know you will completely understand how beneficial it is to have this kind of input within these key committees. As chair of FIC, I know that the committee has an incredibly important job to do in assuring us that rigorous financial review has been undertaken on all matters that come before it on behalf of our Assembly.

How can we improve the visibility of RPS performance?

I believe that one of my key roles at the Royal Pharmaceutical Society as Treasurer is to ensure that other non-executive assembly and board members have access to timely and accessible information,

both financial and non-financial, when they need it. I am aware that the Business Information Pack that comes out each month is a fantastic document with plenty of information within but may sometimes be quite difficult to read for Assembly colleagues at 20 odd pages long and lots of detailed tables to boot. Basically, it doesn't allow us to access the data in a way that is particularly enabling or intuitive or visual. So, Lauren who is a Power BI expert, alongside Rick and Jon have developed an RPS dashboard. The team have done a lot of work to bring the dashboard into reality and I'm really pleased that we will get the chance to look at this together at the March Assembly meeting...

Last thoughts...

There are undoubtedly some extremely positive developments in the pipeline here at the RPS, and I support them wholly. However, as with all opportunities, our challenge is to implement these projects to the very highest possible standards and to ensure that they really deliver for existing and new members and for existing and new customers. Assembly has a special role in helping the RPS rise to that challenge.

Thanks for taking the time to read this update. I hope it gives a flavour of my efforts to support the implementation of our financial strategy, in overseeing the use of resources and assuring our financial performance here at the RPS.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'A. Yeung', written in a cursive style.

Andre Yeung

Title of item	RPS Education & Standards Committee meeting report
Open, confidential or restricted	Open
Author of paper	Gail Fleming
Position in organisation	Director of Education and Professional Development
Telephone	Tel: 44 (0) 207 572 2468 Mobile: 07976187645
E-mail	Gail.fleming@rpharms.com
Purpose of item (for decision or noting)	For noting
Item Summary	Minutes from February meeting of the RPS Education & Standards Committee meeting report
Related Risk Register item (where applicable)	n/a
Related RPS Strategy item (where applicable)	n/a
Resource implications (where applicable)	n/a
Actions/decisions required of the Assembly	To note RPS Education & Standards Committee meeting report

RPS Education & Standards Committee meeting report

Tuesday 2 February 2021: 14.00-16.00

Venue: Zoom platform

Attended

ESC Board members:

Andy Husband – Chair (AH)
Anthony Cox (AC)
Ryan Hamilton (RH)
Sally Lau (SL)
Debra Roberts (DR)
Mathew Shaw (MS)
Raminder Sihota (RS)
Heather Smith (HS)
Lynne Smith (LS)
Anne Watson (AW)

Apologies

Ruth Edwards
Fiona Hughes
Reema Patel (on maternity)
Vicky Richmond (stepped down)

National Pharmacy Board Representative:

Sandra Gidley (SG)

RPS Staff members:

Paul Bennett (PB)
Helen Chang (HC)
Stephen Doherty (SD)
Gail Fleming (GF)
Gino Martini (GM)
Joseph Oakley (JO)
Anna Qazi (AQ)

1. Welcome & apologies (Andy Husband)

AH welcomed all members and acknowledged apologies. It was noted this was his first meeting as the Chair of the committee. He thanked Raminder Sihota for chairing in the interim period and for input in selecting the new Chair.

On behalf of the committee, AH expressed his many thanks to Peter Kopelman whose tenure as chair of the Education and Standards Committee had now ended.

2. Review of Terms of Reference to maximise the impact of ESC (Andy Husband)

The current ToR document was circulated ahead of the meeting for discussion. It was agreed that the purpose and function of the committee still stand.

A minor amendment to the membership section was made stating that there will not be a Country Board observer present at the meetings; the report of each meeting will be shared with the Boards to provide opportunity to raise issues and stimulate discussion as appropriate.

The section on appointment of the chair would be amended to reflect the involvement of RPS staff.

A question regarding the status of EGOB referenced in ToR was made. It was noted that it is currently part of a wider discussion with GPhC and we are hoping to resolve it quickly.

The group discussed wider engagement with wider education providers, specifically PhSC. It was noted that RPS have a standing invitation to the open part of their meetings. It was noted that members of ESC are members of the committee as individuals with expertise and interest in education. They do not attend as representatives of a network or organisation.

ACTION: TOR to be updated.

3. Assessment & credentialing (Joseph Oakley/Stephen Doherty)

a) A&C activity summary report

The above report had been shared ahead of the meeting.

JO reported that the Interim Foundation assessments are very small in number as they are mainly for individuals who are not on a formal education programme. In light of Covid the case based discussion element of the original assessment model was withdrawn and the assessment is now fully portfolio based.

AH advised that the report should replace "gender" with "sex". This was agreed.

In reviewing cumulative Faculty data, it was observed that female candidates are most likely to be awarded AS II outcome, whereas male candidates are more likely to be awarded Mastery or Advanced Stage 1. Possible reasons for this were discussed.

It was noted that there has not been a full statistical analysis of the results and therefore the committee were cognisant of the risks of drawing incorrect conclusions. Following a discussion, it was agreed that all data should be properly analysed before drawing any conclusions relating to differential attainment. A correlation will not always be causal.

ACTION: future reports to include statistical analysis

b) Governance matters:

b.1. Minor amendment to ARC ToR

It was noted that the Terms of reference for ARC originally stated 2 co-opted members from ESC. As there were so many excellent applications, there are now 5 non ESC representatives and a proposal to reduce to 1 co-opted member from ESC to accommodate the external volume.

The proposal was approved.

ACTION: TOR to be updated.

b.2. Nominations for co-opted ESC members for APAP and ARC

Following a request for nominees from ESC to join:

- Advanced Pharmacist Assessment Panel (APAP) that meets 3 times a year and
- Assessment Regulatory Committee (ARC) that will meet as and when required

It was noted that Anne Watson would become a co-opted member of ARC with Anthony Cox acting as her deputy; and Debra Roberts would join APAP with Heather Smith as her deputy.

ACTION: Membership to be updated

c) Consultant pharmacist post approval: process review recommendations

A report was circulated providing an overview of the first year of the RPS approving consultant pharmacist posts.

The three recommendations for consideration by ESC were:

- Review the current panel outcomes and streamline to 3 options; *Approved*, *Provisional Approval* and *Not Approved*. - The change was approved by ESC
- The panel chair should not be involved in the scoring of the application, instead summarising the findings of the panel, producing a chair's report for agreement by the panel. – The change was approved, ESC agreed that with chair being independent it would ensure governance process is being followed and would make the chair's position much clearer
- Define the criteria for panel chairs and identify additional people to undertake the role. – it was agreed that the candidate for chair would ideally be a pharmacist or a professional with a senior healthcare management experience who knows the process and has a background knowledge of the position. Given the risks the committee felt that the Chair should ideally be RPS

ACTION: Procedures to be updated

d) Conflict of interest policy shared ahead of the meeting was approved by ESC

e) Advanced practice credentialing project plan

SD provided an overview of the proposed project plan

The following question was noted:

- Will there be a future focus on other areas of pharmacy practice?

The focus is patient facing just now. This is the route to consultant practice. There is a service need for this. The importance of other career paths is recognised.

4. IET reform update (Gail Fleming)

a) Views from the group on the latest update and feedback to GPhC

GF provided update on the reform of initial pharmacist education and training (IET). The GPhC has now published the new IET standards. The RPS has welcomed those, particularly the inclusion of domains that align with the post registration frameworks and curricula. The next steps will focus on implementation. The GPhC has established an advisory group that meets monthly. At the January meeting the focus was on a model for implementation.

Options considered were:

1. taken on country by country basis
2. linked to different stages of practice
3. cross cutting themes

The view of the group was none of the above but more of a hybrid option. Importance of countries to be able to own this was recognised as being important but also consistency of different stages. Further information is expected at the next meeting.

The following questions were raised by the Committee:

- What does it mean to 2021 preregistration/ foundation cohort?

This was discussed at the advisory group and modified outcomes that do not include prescribing are being considered. We await further information.

- How will universities phase the introduction of the new standards?

The accreditation process is being reviewed which may facilitate a faster roll out. More information is awaited. Some universities current plan would be to flip to the new standards for all four years and identify gaps in the meantime. The biggest concern is around the placements and funding as well as capacity of training some of the skills. There is wide variance in placement provision at the moment.

b) Industry placement options in year 5 – seeking representation for a task and finish group discussion

A letter sent by the Academy of Pharmaceutical Sciences from Mike Hannay who sits on RPS Assembly was shared ahead of the meeting. The APS would like industry placements in year 5 to be expanded as part of the IET reform programme. There was a query from the group about where funding for this should come from if not NHS. We would like to consider this further and are seeking representatives of the ESC and the Industrial Pharmacy Advisory Group (IPAG) to take this forward. Matthew Shaw and Raminder Sihota volunteered to be on the group. Gino Martini would advise on few names from IPAG to be approached for representation.

5. RPS Education & Professional Development Directorate Quarterly Report

(Gail Fleming)

The report was received by the Committee with no questions noted.

6. AOB

No further business was noted.

Meeting close at 16.00

ACTIONS:

No.	Agenda Item	Action	Responsible	Due date
1.	Review of ESC Terms of Reference	ToR to be updated	AQ	Post meeting
2.	A&C activity summary report	Future reports to include statistical analysis	JO	For the next A&C report
3.	Minor amendment to ARC ToR	ToR to be updated	JO	Post meeting
4.	Nominations for co-opted ESC members for APAP and ARC	Membership to be updated	JO	Post meeting
5.	Consultant pharmacist post approval: process review recommendations	Procedures to be updated	JO	Post meeting

Title of item	Science and Research Committee update to Assembly
Open, confidential or restricted	Open
Author of paper	Gino Martini
Position in organisation	RPS Chief Scientist
Telephone	Tel: 0207 572 2214; Mob: 07543 551 900
E-mail	Luigi.Martini@rpharms.com
Purpose of item (for decision or noting)	For noting
Item Summary	The paper summarises activities of the Science and Research Committee
Related Risk Register item (where applicable)	N/A
Related RPS Strategy item (where applicable)	N/A
Resource implications (where applicable)	N/A
Actions/decisions required of the Assembly	The Assembly is to note the update.

Background

This report outlines the Science and Research Committee activities undertaken since November 2020 to present. There have been two Zoom meetings: December 16th 2020 and February 9th 2021

Science and Research Committee activities and appointment of new chair

Format of meetings has evolved to include updates on priority areas from outside speakers as relevant. In December there were external presentations on the PRINCIPLE trial and on the COVID vaccine programme. In February, NHSE presented plans to increase research in the pharmacy workforce

Professor Christine Bond's term of office as SRC Chair ended in February 2021. The position of Chair was advertised in October 2020. Shortlisted candidates were interviewed on the 24th November 2020 by a panel comprising President Sandra Gidley, CEO Paul Bennett, Chief Scientist Gino Martini and Chair Professor Christine Bond. Professor Barrie Kellam was appointed and took over from Professor Bond at the end of the February SRC meeting.

Professor Christine Bond will continue being involved with SRC activities as a committee member and Chair of the *Increasing the evidence for pharmacy working group*.

The working groups established under the SRC continue to operate and relevant updates include:

Ensuring the Safe Use of Medicines working group

- Contributed to the RPS response to the consultation on an NHS England Framework for Involving patients in patient safety, December 2020.
- A Guest Edited Special Issue of the International Journal of Pharmacy Practice on Medication Safety was published in December 2020.
- Working with the RPS Education Team to develop the Joint Royal College Safer Use of Medicines Education Series, involving four seminars across 2021, across the priority areas of the WHO global patient safety challenge: medication without harm and the NHS medication safety programme to deliver these

Increasing the evidence for pharmacy working group

- Continue to support the delivery of a number of RPS projects to develop research skills across pharmacy and to provide an evidence-base to improve the practice of pharmacy.
- Collaborating closely with NIHR
- Preparing blogs and articles for PJ promoting research
- Developing closer links with PRUK
- Gave presentation to Pharmacy Schools Council

Antimicrobial Expert Advisory Group

- Supporting the HEE-commissioned AMS training programme (led by the RPS Education Team).
- Letter sent to the National Institute for Health and Care Excellence (NICE) on behalf of the 'English surveillance programme for antimicrobial utilisation and resistance' membership (including RPS) requesting further guidance around antibiotic prescribing in remote consultations.

- Poster presented at the Federation of Infection Societies / Health Infection Society Conference, November 2020 – ‘*Antibiotic Guardian Ambassadors Pilot Project for World Antibiotic Awareness Week (WAAW) 2019*’ – Poster presented by the Public Health England team.
- Contributing to the National Institute of Health and Care Excellence (NICE) draft scope consultations & workshops for the following guidelines:
 - Ceftazidime- avibactam;
 - Cefiderocol for treating severe aerobic Gram-negative bacterial infections.

E -Cigarette group

- The team is continuing to environmentally scan for the latest evidence on the potential adverse effects of e-Cigarettes, particularly in respect to COVID-19.

Substance misuse group

- The team is developing guides to advise pharmacists and patients alike about the dangers of substance misuse and diversion of drugs from their intended indications

Industrial Pharmacy Advisory Group

- New IPAG recruited and established and a new Chair appointed in November 2020. First IPAG introduction meeting held on 8 December 2020.
- Members of the new IPAG participated in a Facebook Live Event for Women in Sciences recognition day held on the 11th February 2021.

Establishment of COVID panel of experts to Support the RPS

Due to the complexities of the COVID 19 pandemic it has become apparent that the RPS and the Science and Research Team needs access to experts in a number of fields e.g. in immunology and in epidemiology.

To that effect, Professors Barrie Kellam and Christine Bond have assembled a team of experts who have agreed to help the RPS and these are as follows:

- Expert in Viral Genomics, Imperial College London
- Expert for WHO, Imperial College London
- Expert in Lung Immunology, Imperial College London
- Expert in Translational Medicine, University of Oxford
- Expert in Pharmacy Practice seconded from DHSC
- Expert in Pharmacy Practice and Lead Principle Trial
- Clinical Safety Expert at University College London
- NIHR Pharmacy Lead and COVID 19 Vaccines Trial Network

This is a virtual team with individuals approached for comments according to their expertise

Nominations for the Hanbury and Harrison Medals

At the last Science and Research Committee nominations for the Hanbury and Harrison Medals were officially sought from SRC Committee members and their networks.

ROYAL PHARMACEUTICAL SOCIETY

Assembly Meeting 17th March 2021

21/03/ASB/11 - Open

Title of item	RPS Science & Research Committee meeting report
Open, confidential or restricted	Open
Author of paper Position in organisation Telephone E-mail	Gino Martini RPS Chief Scientist Tel: 0207 572 2214; Mob: 07543 551 900 Luigi.Martini@rpharms.com
Purpose of item (for decision or noting)	For noting
Item Summary	Minutes from February meeting of the RPS Science & Research Committee meeting report
Related Risk Register item (where applicable)	n/a
Related RPS Strategy item (where applicable)	n/a
Resource implications (where applicable)	n/a
Actions/decisions required of the Assembly	To note RPS Science & Research Committee meeting report

Report of the RPS Science & Research Committee meeting – 9 February 2021

Online Zoom platform

Time: 14.00 – 16.00

Attended

SRC Members:

Christine Bond
Duncan Craig
Catherine Edgeworth
Andrew Fox
Amira Guirguis
Richard Guy – until 3pm
Mike Hannay
Gillian Hawksworth
Yogini Jani
Oisín Kavanagh
Barrie Kellam
Jayne Lawrence
Jacqueline Sneddon
Simon White

Apologies

Chas Bountra
Elspeth Gray
Andrew Teasdale

Invited Guests (for their item only):

Nicholas Wong
Ian Maidment
Natasha Callender

Assembly Representative:

Sandra Gidley – President

RPS Staff Members:

Kiri Aikman – Head of New Content (for her item only)
Paul Bennett – CEO
Gino Martini – Chief Scientist
Anna Qazi – Administration Manager

1. Welcome & Apologies

CB welcomed all members attending the meeting, and acknowledged apologies. Two new members of SRC Oisín Kavanagh (OK) and Richard Guy (RG) were asked to briefly introduce themselves and share their background with the rest of the committee.

2. Declarations of interest

CB reminded all members of the need to complete the Declaration of Interests. The group were also reminded if their circumstances change at any point during the year, to send an updated form and to declare any conflicts of interests, if any, at relevant points during the SRC meetings. They were reminded that they were all members of the SRC for the personal expertise and not to represent the views of other organisations.

3. Report and actions from the SRC meeting held on 16 December 2020

The report was accepted as an accurate record apart from one correction on Page 6: name of Matthew Sharp to be changed to Matthew Shaw

- 3.1. Case studies from MHRA – EG had sent apologies for meeting, item deferred to the next meeting
- 3.2. Co-opting lay members – GM clarified this item was related to co-opting lay people to the working groups. This was supported in principle but a process needs to be developed and agreed by RPS. It was noted that should the SRC require lay advice this would be sought on an as required basis.

4. New Matters

4.1. DNP update

2,4-Dinitrophenol (DNP) is an industrial chemical unfit for human consumption which is marketed illegally online to promote extreme weight loss. It has caused many deaths in the UK. RPS have lobbied extensively to get DNP reclassified as a poison. There is now. Finally, the Government accepted the Advisory Council on the Misuse of Drugs recommendation for DNP to be classified as a poison and will consult this year on adding DNP to the list of regulated poisons under the 1972 Poisons Act. This means the only legitimate means of sale would be through a registered pharmacy to an individual holding a Home Office licence.

4.2. Harrison/Hanbury medals

Criteria for both medals circulated with meeting papers. Harrison is awarded biennially and Hanbury quinquennially. Harrison medal is due to be awarded this year - the last award was made to Prof Yvonne Perrie in 2019. SRC are asked to look at criteria for Harrison award and identify potential candidates before the next meeting.

Separately it was noted that there had been a review of all RPS awards and the Assembly had approved these to be reduced to the most prestigious awards (e.g. Harrison and Hanbury and the Charter medal).

ACTIONS:

SRC to put forward names for Harrison medal nominations before the next meeting
Check list of Awards approved by Assembly at the last review – CB

4.3. Covid virtual expert group

Short-life Covid Expert Group – BK

It was noted that in order to respond appropriately to requests about Covid-19 in a timely manner a group of experts had been assembled covering the following:

- Epidemiology & modelling
- The virus – virology & genomics
- The clinical condition

- New approaches to treatment
- Vaccine technologies
- Vaccine production, supply chain logistics, distribution & delivery models
- Patient safety and infection control

To date a good team was assembled covering a wide aspect of key areas. Epidemiology and modelling is still to be covered and we are waiting to hear from a member of SAGE.

Some of the comments from SRC were noted:

- Prof Perrie who is involved at a high level Govt committees including the formulation of Vaccines would be a good addition
- What about CI of RECOVERY trial or REMAP-CAP
- Behavioural science?
- Industry? IPAG or Mike Hannay could propose additional industry or vaccine manufacturing taskforce names

ACTION: SRC to propose potential candidates for the Short Life Covid Expert Group directly to BK or CB

5. Engaging pharmacists in research from the perspective of NHSE –

Dr Nicholas Wong, Research Projects Manager, Innovation, Research and Life Sciences Group (IRLS)/NHS England and NHSI gave presentation on undertaking research in primary care.

The aim of the presentation was to explore ways to increase research participation of HCP in research, through:

- Implementation of NHSE/I [Long Term Plan](#) (LTP) to support research across the system
- Engagement with research focused stakeholders/ partners
- Understanding any key issues across the wider system to address enablers/barriers to research (structural, cultural, professional)

Main points noted were:

- Current areas of focus
- Primary Care Background
- Trends across primary care and its opportunities for research
- Impact of the pandemic on Primary Care clinical research recruitment, by local network
- How we can work together / Open Discussion
 - How to support patient participation to primary care research that is either pharmacy-led or –supported
 - What support is needed to improve the recognition / embedding of research to the wider pharmacy workforce through RPS
 - Any RPS initiatives that NHSE/I may support to improve research participation e.g., Pharmacy Research Ready programme, NHSE/I comms channels
 - Pharmacy research input relating to developing opportunities from NHSE/I e.g., ICS

Following comments were noted during the discussion:

- Who would do the research and who would supervise it?

NW: At the moment we are creating the system where we can help. It's up to the individual sponsors or researchers themselves. Interested in what ways RPS supported members and how NHS could support.

- AF reported on his experience of the clinical academic internship pilot programme for pharmacists organised by NHS. The introductory webinar had been brilliantly organised by Natasha Callender. AF applied for 2 interns (linked to Portsmouth and Reading universities)

Ian Maidment, Pharmacy Advocate for NIHR Clinical Academic Training Fellowships joined the meeting. He is one of two advocates (other is David Aldred) who provide support for pharmacists developing NIHR applications.

Following comments were noted:

- There are many barriers starting from the supervisors
 - NIHR has different streams for different types of research: Training fellowships and project funding
 - Application process is complex and the website not always easy to navigate for naïve users
 - Impact (to care/practice) is one of the influencing factors for NIHR awards. Different funding schemes for fellowships have different requirements for whether you are a practicing clinician or not
 - Joining a trial management groups is one route to get experience
- Devolved nations don't support all NIHR funding streams. Fellowships are England based but similar schemes exist to varying extent in other home countries.

It was suggested that if RPS want to get involved one way would be writing an article for PJ on what NIHR are what they do and how they can support pharmacists and pharmacies. – GM to discuss with IM and DA.

6. Critical Illness Demo (CE/KA)

Cathy and Kiri presented a demo of the new platform for Critical Illness within Medicines Complete (can also be bought as a standalone product). It was noted a few years ago RPS were approached for a BNF type product for critical illness specific patients. This was something that Pharm Press couldn't offer by themselves, therefore a collaborative team was put together consisting of over 70 critical care colleagues from UK and around the world. These included Editors-in-chief, editors expert contributors, PhP team. 47 different monographs are now available with more in development.

Kiri and Cathy were commended for this excellent guide. It will be a really helpful resource for the profession, especially for the antimicrobial pharmacists.

It was noted paediatric critically ill patients are not currently included. It was agreed this should be considered as a future development.

AF offered to have a conversation/advocate for this.

7. SRT activities quarterly update

A report on Science and Research Team activities for Q3 2020 had been shared ahead of the meeting. Additionally, GM confirmed that the team continue to support the Covid response team and enquiries. We have done a lot of work on vaccines and around issues on MHRA approving them so quickly. As well as advising the government on the interval of vaccines and supporting our members where needed.

A series of podcasts informing members about science related topics and Covid-19 is ongoing. Most recent one is with Clive Dix, Chairman of the Vaccine Taskforce. MH suggested

interviewing Matt Whitty, CEO of Accelerated Access Collaborative (who is also a pharmacist) for the next podcast.

Other than that, the team are helping on non-Covid related activities providing ad hoc research support services to RPS members, including responding to science and research enquiries and reviewing research funding applications, surveys, reports, articles, etc.

CB noted that she had attended the last joint meeting of the country Boards and reported the extremely positive views expressed by Board members of the quality and value of the Covid-19 work that the CS had led. This was real endorsement of the work the SRT are doing

8. Science and Research Committee Working Groups

CB thanked everyone for sending through Working Groups short paper updates ahead of the meeting

Main points noted from the working groups were as follows:

8.1. Adopting New Technologies (CE)

- Regrouping as team are busy
- Will get back engaged before the next meeting
- Dyfrig contacted CPPE – Gill followed up with Matthew Shaw new CPPE curriculum will include Car-T
- PJ article planned

8.2. Digital/Connected Health (AT and GH)

- u/g education now more likely to include digital health
- One of FIP development goals is on digital health. Need to link into this – GM to discuss with FIP
- Noted that RPS also has a separate digital group
- Reminder that this group needs to be reviewed (BK/LM)

8.3. Ensuring the Safe Use of Medicines (YJ and AF)

- Main area of progress has been the ongoing work with the education team on safe use of medicines seminars run jointly with RCPPhysicians; areas of focus centre around global safety challenge.
- Many items on hold due to surge of Covid-19 as many involved are frontline clinicians
- International Journal of Pharmacy Practice –special issue on medication safety published December
- Digital health is an area we need to look at more specifically as a research committee especially DATA science and DATA enabled studies. There is some overlap across groups

8.4. E-cigarettes (SW)

- Continued to monitor for new publications related to e-cigarettes and assess these in light of the recently updated RPS policy
- Reminder if SRC pick up on any articles on e-cigs to be sent to Simon.

8.5. Evidence base for Pharmacy (CB)

- Engaged with PhSC – CB sent slides that clearly spell out the fellowship scheme
- Working closely with NIHR pharmacy advocates and consolidating links with PRUK.
- Working with Natasha Callender/Keith Ridge on a research pathway

8.6. Drug Misuse and New Psychoactive Substances (Amira Guirguis)

- Team met in January and discussed reports from Wales and England on lack of access to GP surgeries and increased abuse of OTC. Poster highlighting issues prepared and submitted to RPS for co-badging
- Home office had called for restrictions on sales of fentanyl precursors which could hinder ongoing research
- Ongoing issue with sales of benzodiazepines from online pharmacies and reported increases in deaths from alprazolam
- CPPE new self-directed e-course on substance abuse

8.7. Conference Abstracts Review Panel (SW)

No update. Will reconvene once 2021 conference plans clearer in context of COVID19.

9. RPS Antimicrobial Expert Advisory Group update (JS)

Report circulated with meeting papers

Group meeting once a month supported by the RPS team. Attendee numbers have been lower because of Covid and hoping to have a longer meetings to focus on antibiotic use and Covid.

10. AOB

a) GH reminded about RPS communities – there should be a scientific community for people to engage. It has been proposed by GH to the Network oversight committee – update to be provided at the next SRC meeting.

b) Separately, before PB had to leave for another meeting he expressed his immense gratitude to CB for chairing the SRC and as well as all previous Science and Research Panels/Forums/Boards within the RPS. He thanked CB on his and RPS behalf for the way she has been supporting Gino and the team and promoting Science within the profession. CB thanked the RPS/SRC for their kind words, card and gift of an antique pestle and mortar. She then handed over to Barrie for the next meeting.

11. Date of next meeting

AQ to organise doodle poll for the next meeting.

ACTIONS:

No.	Ref	Actions	Owner	Date Due
1.	New matters: Harrison/Hanbury medals Covid virtual expert group	Put forward names for Harrison medal nominations before the next meeting SRC to propose potential candidates for the Short Life Covid Expert Group directly to BK or CB	All SRC All SRC	Next SRC
2.	Engaging pharmacists in research from the perspective of NHSE	GM to discuss with IM and DA further steps regarding article in PJ on what NIHR are what they do and how they can support pharmacists and pharmacies	GM	Next SRC
3.	WGs - Digital/Connected Health	Discuss digital health with FIP	GM	Next SRC
4.	AOB	Update on RPS communities submitted to the Network oversight committee to be discussed at the next meeting	GH	Next SRC

Assembly Meeting 17th March 2021

21/03/ASB/12 - OPEN

Title of item	RPS Events Update
Open, confidential or restricted item	Open
Author of paper Position in organisation E-mail	Hanna Jenvey Head of Event Operations Hanna.jenvey@rpharms.com
Item to be led at the meeting by	Robbie Turner
Purpose of item (for decision or noting)	Noting
Headline summary of paper	Events Update

RPS Events Update

In 2021 our events programme will continue to grow and thrive, delivering high-quality, relevant, live content as a key and tangible part of our Member offer. Currently an extensive programme of 68 Member-facing webinars and online events are scheduled until the end of June 2021. This does not include the regular delivery of NHS CPCS CPD Courses across daytimes, evenings and weekends, or any reactive events added to meet the needs of the profession, such as our ongoing COVID response webinars.

Please see a full calendar on the pages ahead.

In March, events will be confirmed for Q3 and detailed on the RPS website 'Webinars' page. Via this page, Members can also access recordings of past webinars and social media events.

RPS Annual General Meeting 2021

Date: Wednesday 26 May 2021

For the second year in a row, the RPS AGM will take place virtually via Zoom. Not only is this the safest way to deliver the meeting in the current circumstances, but our 2020 meeting demonstrated the positive impact this had on accessibility and engagement for our Members.

Members will be notified by email and invited to register from March via the RPS website, and able to submit motions for discussion until Tuesday 11 May 2021.

The programme will include the Annual Report, financial statements and debate of motions as usual. This year Members will also have the opportunity to discuss key topics and network with a choice of relevant discussion groups to close the evening.

Q1 and Q2 2021 RPS Events Calendar:

Theme	Event	Status	Access	Date
Careers	Fitness to Practice Workshop	Delivered	Free for RPS Members	12/01/2021
Science and Technology	Clinical Trials and Pharmacy: Get Involved!	Delivered	Free for RPS Members	19/01/2021
Assessment & Credentialing	Consultant pharmacist credentialing Webinar Series - Effective use of SLEs to evidence learning – Clinical practice (1)	Delivered	Free for RPS Members; Non-members: £50	21/01/2021
News and Views	Expert panel discussion: COVID-19 Vaccine rollout by pharmacy teams across GB	Delivered	Open to all	21/01/2021
News and Views	Introduction to wellbeing workshop	Delivered	Free for RPS Members	27/01/2021
Assessment & Credentialing	Consultant Pharmacist Post Development	Delivered	Free for RPS Members	28/01/2021
News and Views	How to get better at involving patients in decisions about their care	Delivered	Free for RPS Members	28/01/2021
Careers	Using the portfolio to support your development – your questions and solutions to common issues (Learners)	Delivered	Free for RPS Members	01/02/2021
Careers	Using the portfolio to support your development – your questions and solutions to common issues (ES)	Delivered	Free for RPS Members	02/02/2021
RPS Corporate	National Pharmacy Board Meeting	Delivered	RPS Members only	03/02/2021
Assessment & Credentialing	Pre-registration - Mock exam 2019/20 training cohort - Feedback Session for Paper 1	Delivered	Free for RPS Members	08/02/2021
Assessment & Credentialing	Pre-registration - Mock exam 2019/20 training cohort - Feedback Session for Paper 2	Delivered	Free for RPS Members	10/02/2021
News and Views	Wellbeing chat - self-care or building positive workplace relations	Delivered	Open to all	10/02/2021
Inclusion & Diversity	I&D - International day of women and girls in science	Delivered	Open to all	11/02/2021
Assessment & Credentialing	Pre-registration - Mock exam 2019/20 training cohort - Feedback Session for Paper 1	Delivered	Free for RPS Members	14/02/2021
Assessment & Credentialing	Pre-registration - Mock exam 2019/20 training cohort - Feedback Session for Paper 2	Delivered	Free for RPS Members	15/02/2021
Assessment & Credentialing	Pre-registration - Mock exam 2019/20 training cohort - Feedback Session for Paper 2	Delivered	Free for RPS Members	17/02/2021
Assessment & Credentialing	Pre-registration - Mock exam 2019/20 training cohort - Feedback Session for Paper 1	Delivered	Free for RPS Members	18/02/2021
News and Views	GB IP Showcase - Common clinical conditions	Delivered	Free for RPS Members	18/02/2021

News and Views	Wellbeing - stress management and building resilience	Live	Free for RPS Members	24/02/2021
Assessment & Credentialing	Consultant pharmacist credentialing Webinar Series - Effective use of SLEs to evidence learning – Clinical practice (2)	Live	Free for RPS Members; Non-members: £50	25/02/2021
News and Views	Wellbeing chat - reducing anxiety	Pending	Open to all	03/03/2021
News and Views	Scottish Pharmacy Board Meeting	Pending	RPS Members only	08/03/2021
News and Views	Wellbeing - Time management workshop	Live	Free for RPS Members	11/03/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	15/03/2021
News and Views	RPS Assembly Meeting	Live	RPS Members only	17/03/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	17/03/2021
Careers	Career Opportunities in Pharmacy	Pending	Free for RPS Members	March
Clinical Updates and CPD	Long COVID: What is it and how to manage it	Live	Open to all	23/03/2021
News and Views	Workforce Wellbeing Action Group	Pending	RPS Members only	March
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	24/03/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	28/03/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	29/03/2021
Clinical Updates and CPD	RPS and MHRA: How to navigate medicines reclassifications	Live	Free for RPS Members	30/03/2021
Assessment & Credentialing	Consultant pharmacist credentialing Webinar Series - Effective use of SLEs to evidence learning – Non-clinical practice	Pending	Free for RPS Members; Non-members: £50	31/03/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	31/03/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	07/04/2021
Clinical Updates and CPD	Critical Illness – Using the latest MedicinesComplete resource in practice	Live	Free for RPS Members	08/04/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	11/04/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	11/04/2021

Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	12/04/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	18/04/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	18/04/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	19/04/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	21/04/2021
Clinical Updates and CPD	NICE series webinar 1 - using NICE guidance	Pending	Free for RPS Members	April
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	25/04/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	26/04/2021
Safer Use of Medicine	Joint Royal Colleges Series - High-risk medicines	Pending	Free for RPS Members	April
Assessment & Credentialing	Consultant pharmacist credentialing Webinar Series - Developing high-quality evidence of learning for your portfolio – Research domain (1)	Pending	Free for RPS Members; Non-members: £50	April
Careers	Post-Assessment Support for Provisional Registrants	Pending	RPS Members	May
Careers	Demystifying Oriel	Pending	Charged for Members and non-members (differential rates)	May
Safer Use of Medicine	Prescribing Competency Framework webinar	Pending	Charged for Members and non-members (differential rates)	May
Careers	How to get started for new mentors	Pending	Free for RPS Members	May
News and Views	introduction to Pharmacogenomics	Pending	Free for RPS Members	May
Careers	New roles, transition & career development - Community pharmacy careers event	Pending	Free for RPS Members	May
News and Views	Annual General Meeting	Pending	Free for RPS Members	26/05/2021
Assessment & Credentialing	Consultant pharmacist credentialing Webinar Series - Effective use of SLEs to evidence learning – Reflective practice	Pending	Free for RPS Members; Non-members: £50	May
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	01/06/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	02/06/2021

Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	06/06/2021
Assessment & Credentialing	Pre-Reg Online Revision Course and Mock Exam (series)	Live	Charged for Members and non-members (differential rates)	06/06/2021
Clinical Updates and CPD	NICE series webinar 2 - infection guideline update	Pending	Free for RPS Members	June
Assessment & Credentialing	Consultant pharmacist credentialing Webinar Series - Developing high-quality evidence of learning for your portfolio – Research domain (2)	Pending	Free for RPS Members; Non-members: £50	June
Careers	Peer support session for mentors - Session 1	Pending	Free for RPS Members	June
News and Views	GB IP Showcase - prescribing for long term conditions	Pending	Free for RPS Members	June

Title	Inclusion and Diversity (Feb 2021)
Open, confidential or restricted (if not in open business please state why)	Open
Author (include email/phone) Director responsible	Amandeep Doll Head of Professional Belonging amandeep.doll@rpharms.com 0207 572 2353 Robbie Turner, Director of Pharmacy and Membership Experience
Purpose of item (for noting/discussion/ decision/approval)	To provide an Inclusion and Diversity update to Assembly to ensure accountability of delivery.
Item Summary	This paper provides an update on the Inclusion and Diversity Strategy and programme delivery workstream
Related Risk Register item (where applicable)	n/a
Related RPS Strategy item (where applicable)	All
Actions/decisions required of the Assembly	To note

Inclusion and Diversity

Since the launch of the RPS Improving Inclusion and Diversity across our profession: our strategy for pharmacy 2020 – 2025 in June 2020 with a commitment to improving inclusion, diversity and the sense of belonging for the whole profession. The following activity has been undertaken.

1. Action in Belonging, Culture and Diversity (ABCD) Group

An inclusive, intersectional action group open to all that work in pharmacy and pharmaceutical scientists, both members and non-members of RPS across Great Britain.

To date 344 members across the profession have joined, we have had 4 meetings to date, on average 30-40 people attend each meeting. Over the 4 meetings we have covered Race, Disability and LGBTQIA+, invited the GPhC policy leads to gather members view of the I&D element to the GPhC fitness to practice consultation and celebrated the PJs Women to Watch winners.

A number of actions have been undertaken and are under progress with volunteers from the ABCD group, including:

- a. Development of a series of microaggression references (Race, Disability, LGBTQIA+ and Gender) to support members of the profession to identify what microaggressions are and the implications of such actions. These will be accompanied with a microaggression awareness workshop.
- b. Develop an ability reference group – we have had two meetings to discuss attitudes to disability in pharmacy and to help shape our disability awareness campaign and develop the disability microaggression reference.
- c. A commitment to building a network of diverse guest lecturing pharmacists who pharmacy schools can approach to provide lectures in their specialist areas. Ensuring diversity of personal backgrounds, skills and areas of practice in partnership with Pharmacy Schools Council.
- d. The group have also helped ensure infographics representing different protected characteristics (Age, Disability, Pregnancy, Maternity/Paternity Status and Race).
- e. Following the October ABCD meeting, which focused on disability, a number of individuals were inspired to share their experiences of having a visible and non-visible disability within pharmacy. RPS has engaged with Health Education England on the national pre-registration recruitment process in England to ensure accessibility information is clearly stated for each placement.
- f. Help us to develop a series of online live events to celebrate Women in Pharmacy throughout March.
- g. The formation of a LGBTQIA+ reference group
- h. We will continue to promote the ABCD group, to ensure broad representation across the profession and allyship.

2. Equality, Diversity and Inclusion (EDI) Data Collection

We have launched an anonymous survey to collect EDI data from our members in January that will be open to complete until April. We have had over 1600 responses since its launch and continue to promote survey update through communications and engagement with members. We will be using the data internally to provide us with more information on the demographics of our membership.

This survey is an immediate solution to collecting data on the representation of our membership. We are planning a more long-term solution to collect this data.

We are continuing to collect EDI data for our national boards and assembly, and our advisory groups and committees.

A report will be produced for Assembly by July 2021. We will then publish the data following the Assembly meeting.

3. Inclusive Pharmacy Practice - Health Inequalities

Working with the three Chief Pharmaceutical Officers across England, Scotland and Wales to support with the development of inclusive pharmacy practice statements.

England: Working with NHSE/I and APTUK to produce a Joint National Plan for Inclusive Pharmacy Professional Practice.

Wales: A statement of Inclusive Pharmacy Practice has been drafted, discussed and agreed through the Welsh Pharmacy Partnership Group.

Scotland: Scottish Government and other pharmacy stakeholder organisations have agreed to develop a statement of Inclusive Pharmacy Practice.

4. Advocacy Asks

Throughout each of the ABCD meetings members have been clear about the advocacy asks that we should be lobbying pharmacy organisations for and what steps we as an organisation should be taking to ensure we are addressing key issues to ensure pharmacy is an inclusive profession.

We have produced an advocacy asks table capturing what we have heard so far, which will be published on the RPS website. This table will continuously be added to and updated as we progress through the strategy and focus on areas in more detail and make changes in key particular areas.

5. Equality Impact Assessments (EQIA)

We have developed an Equality Impact Assessment template, which has been piloted on the Consultant Pharmacist Credentialing Process.

An RPS EQIA process and training is being developed to introduce EQIAs to new products.

6. GPhC Fitness to Practice Consultation Response

We have submitted a [response](#) to the GPhC on Managing concerns about pharmacy professionals: Our strategy for change. The response was shaped through engagement with the RPS Early Career Pharmacist expert group, RPS National Board members and a workshop was

hosted for ABCD members and RPS members more broadly to feed in their thoughts to our response.

We also invited the GPhC to our latest ABCD meeting for them to discuss the EDI element of the fitness to practice strategy and for ABCD members to share their views directly to the GPhC.

7. Workforce Inclusion and Wellbeing Pledge

Work has started to scope the aims and objectives of the Workforce Inclusion and Wellbeing pledge to foster a culture of belonging for all members of the pharmacy profession. The pledge will include a number of resources to create fair and transparent processes and support visibility, representation and progression across groups.

The Workforce Inclusion and Wellbeing Pledge will be launched in May 2021.

8. Address Black students' awarding gap at both undergraduate and post graduate level.

To support with ensuring there is visibility and representation for pharmacy students, we will be working with Pharmacy Schools Council and other key stakeholders to develop a 'Diverse Network of Guest Lecturers' that schools of pharmacy can use to diversify their teaching faculty.

We have attended GPhC workstreams on initial education and training (IETs) reform and have asked for I&D needs to be embedded with the IETS and to consider cultural competence in greater detail.

9. Review of RPS Fellowship Nomination and Awarding process

We have reviewed the RPS Fellowship nomination and awarding process, so members can be reassured that there are no barriers to eligibility and appointment. To check there is consistency in assessing how members have made an exceptional contribution to pharmacy we are taking the following action:

- We've invited Fellows to submit their equality, diversity and inclusion data through our survey
- Trial removing the name of the nominee and those nominating them from each application at the next Panel meeting
- Produce a more structured nomination form and consider its accessibility
- Provide all existing and new panel members with unconscious bias training
- Ensure the panel is diverse
- Have clear guidance on what achievements should be considered

10. Engagement and Drumbeat Events

We have acknowledged International Day of Women and Girls in Science with members of our Industrial Pharmacy Advisory Group through a Facebook Live.

We will be continuing engagement and recognition of drumbeat events – Disability Awareness week last December, LGBTQIA+ History Month throughout February and International Women's Day and focusing on gender inequality throughout March.

Showcasing the diversity and intersectionality of our members sharing their experience through blogs, Facebook lives and RPS Local events in collaboration with existing networks.

11. Next Steps: 2020-2021 Milestone Plan

Q1 2021 (Jan – March)	Q2 2021 (April – June)	Q3 2021 (July-Sept)	Q4 2021 (Oct – Dec)
Promotion of RPS I&D programme and opportunities for members to share their lived experiences and sharing best practice	Promotion of RPS I&D programme and opportunities for members to share their lived experiences and sharing best practice	Promotion of RPS I&D programme and opportunities for members to share their lived experiences and sharing best practice	Promotion of RPS I&D programme and opportunities for members to share their lived experiences and sharing best practice
Engage and co-create the RPS Workforce Inclusion and Wellbeing Pledge and accompanying guidance/s with ABCD members and key stakeholders	Publish the RPS Workforce Inclusion and Wellbeing Pledge with accompanying resources	Co-design disability awareness campaign with ABCD group members and key stakeholders	Launch disability awareness Campaign
Launch the RPS EDI data collection membership survey	Publish and develop action plan from RPS EDI data collection membership survey	Review progress on action plan	
Drumbeat celebratory activities and events working with stakeholders/partners e.g. LGBTQIA+ History Month and International Women's Day	Drum beat celebratory activities and events working with stakeholders/partners	Drum beat celebratory activities and events working with stakeholders/partners	Drum beat celebratory activities and events working with stakeholders/partners e.g Black History Month
Publication of our RPS ABCD group co-created I&D policy asks	Updating members of progress with I&D policy asks and adding new ones as necessary.	Updating members of progress with I&D policy asks adding new ones as necessary.	Updating members of progress with I&D policy asks adding new ones as necessary.
Publish a series of microaggression reference resources (Race)	Publish a series of microaggression reference resources (Disabilities)	Publish a series of microaggression reference resources (Gender)	Publish a series of microaggression reference resources (LGTBQ+)
Identify areas where further intelligence and evidence needs to be gathered (ongoing)	Publish guidelines on improving hiring panels to address bias in recruitment	Engage and develop family friendly and fairer hiring panel policies with ABCD members and key stakeholders	Space for additional delivery based on feedback and engagement with the RPS ABCD group

	and publish family friendly policies for employees		
Engagement and collaboration with key stakeholders to discuss actions and enable change (ongoing)	Hold engagement events and webinars with partners for members on transforming workplace culture and promoting good wellbeing linked to RPS Workforce Wellbeing work	Launch diverse lecturers network working with key stakeholders	
		Publish RPS Gender, Race and Ethnicity Pay Gap Reports	
Formed an ability reference group to help share our disability awareness campaign	Forming a LGBTQIA+ reference group		

ROYAL PHARMACEUTICAL SOCIETY

Assembly Meeting 17th March 2021

21/03/ASB/14 – Open

Title	180 Years of Pharmacy
Open, confidential or restricted	
Author (include email/phone)	Catherine Walker Catherine.walker@rpharms.com 0207 572 2286
Position	Museum Officer
Purpose of item (for noting/discussion/ decision/approval)	For Updating
Item Summary	To update the Assembly of plans to promote more of the Museum collection and the 180 th Celebrations.
Related Risk Register item (where applicable)	
Related RPS Strategy item (where applicable)	N/A
Actions/decisions required of the Assembly	For Updating

The aim of this update is to inform the Assembly of plans to make the Museum more accessible to members. Accessibility will be achieved by adding museum content to the website as part of the 180th Anniversary Celebrations. In addition, a new museum microsite will be developed so that members can engage with the collection online.

Making the Collection Accessible Online

As the 180th Anniversary of the RPS, this year offered a unique opportunity to make more of the museum collection available online by publishing digital exhibitions on to the RPS website.

With the Anniversary taking place on the 15th April 2021, it was decided that the museum would contribute to the celebrations by adding images of the collection to the website each month running up to the anniversary, showcasing the rich history of the RPS, as well as highlighting the museum collection.

It was agreed that the museum would add the following content online:

- 4th January: An online exhibition exploring the history of the RPS. This would showcase the history of pharmacy, through the history of the organisation.
- 8th February: 50 objects that would have previously been accessible via the RPS Museum App. This would showcase some of the highlights from the museum collection.
- 8th March: An exhibition to celebrate women in pharmacy, which would coincide with International Women's Day.

In addition a number of museum vlogs have been created on the theme of Remarkable Remedies, each vlog is approximately 15 minutes and are accessible via the museum page on rpharms.com. These vlogs are as follows:

- Remarkable Remedies Episode 1 with Robbie Turner:
<https://youtu.be/LkVtWVq91sw>
- Remarkable Remedies Episode 2 with Paul Bennett:
<https://youtu.be/RG-NGI282So?list=PLNWAETqhKcjVH8vz1B4XEGHZkHb7YXwD2>
- Remarkable Remedies Episode 3 with Gino Martini: To be published

It was also hoped that additional museum content in the form of a 180 second tour would be launched in April, but COVID-19 restrictions meant that this was not possible to produce.

Following from the 180 celebrations we hope to launch a museum Microsite, to showcase the collection to a greater extent. The Museum App was released in 2015. Since then it has not been updated to keep up with iOS updates, and it has become obsolete. The app was only ever available to Apple users, excluding android and PC users.

Instead of updating the app we are currently working with Ammba, the company that built the Museum App, as well as seeking advice from teams across the RPS, to design a microsite that will host the collection. The outcome will be that all mobile users, as well as people using PCs or laptops, can visit the website and access the Museum collection. It will be easy to use and searchable and will also enable the Museum online offer to remain future proof going forward.

These two projects, in addition to the content already online in the form of #MuseumMonday social media posts and the museum vlog series Remarkable Remedies, will make the museum accessible not just during these COVID-19 closures but going forward, to all RPS members, not only those who had easy access to 66 East Smithfield.

Rationalising the Collection

The RPS Museum is accredited with Arts Council England and to comply with accreditation, the Museum must meet certain criteria around collection management.

The collections are currently stored across different locations in Great Britain. Most objects are stored in the basement of 66 East Smithfield, but some Museum objects are stored in an offsite facility at Martinspeed in Vauxhall. There are also objects in the Cardiff Office and objects in Scotland, stored by Bishops Move.

Currently, an estimated 20% of the collection is not catalogued and there are incomplete records on our cataloguing system Modes Complete. To make the collection more accessible an audit will be conducted to fully catalogue the collection in accordance with the RPS Collection Development Policy and accreditation standards.