

**Minutes of the Assembly Meeting held on Wednesday 8<sup>th</sup> November 2017, 66-68 East Smithfield**

**Present:** Ash Soni (AS) - President, Martin Astbury (MA), Sibby Buckle (SB) – Item 09 onwards, David Carter (DCar), Sid Dajani (SD) – Item 09 onwards, Sandra Gidley (SG), Linda Hakes (LH), Paul Harris (PH), John McAnaw (JMc), Mahendra Patel (MP), Nigel Ratcliffe (NR), Suzanne Scott-Thomas (SST), David Thomson (DT), Hamish Wilson (HW)

**In attendance:** Paul Bennett (PB), Mair Davies (MD), Alison Douglas (AD), Catherine Duggan (CD), Peter Kopleman (PK) – Item xxx only, Alex MacKinnon (AMK), Simon Redman (SR), Brian Walters (BW)

**Apologies:** None

Item	Related Paper	Minute	Action by
<b>Item 01 Welcome &amp; apologies</b>		No apologies were received however SB and SD were not present for the start of the meeting.	
<b>Item 02 Code of Conduct &amp; Remit of Assembly</b>		The current Code of Conduct for governance members of the Society, and the remit of Assembly, were noted.	
<b>Item 03 Declaration of Interests</b>		The current declaration of interests for members was noted.	
<b>Item 04 Minutes</b>		SG asked that a sentence under Item 04 of the Induction Day minutes be amended as follows:  'SG asked that her concern be recorded that COG's original decision regarding the appointment to <del>this post</del> <i>the Pharmaceutical Scientist post</i> had, she felt, been misrepresented...'. ACTION - AD With this amendment the minutes of the open business of the meetings held on 18 <sup>th</sup> & 19 <sup>th</sup> July were agreed as a	<b>AD</b>

		true and accurate record.	
<b>Item 05 Matters Arising</b>		<p><b>a) Item 05(c) – Conflicts of Interest/Register of Gifts &amp; Hospitality</b> Noted that the new Conflicts of Interest procedure had now been issued for members to access via Box. SR advised that at present WPB and SPB members did not have access to the Box system but that they would have accounts created for them as soon as possible.</p> <p>ACTION - SR</p> <p><b>b) Item 06(a) – Corporate/Legal Governance Review</b> The terms of reference for the task and finish group were noted.</p> <p><b>c) Item 10 – AGM</b> SR noted that time lines would be very tight to enable the external auditors to complete their work and the Annual Report to be finalised in time for an April AGM. He hadn't yet had sight of their final programme for 2018 but if members did want to move the AGM earlier in the year it might potentially be possible, following discussion with the external auditors, for 2019. He will therefore work with PB and the external auditors to get a definitive answer on this before the end of the year.</p> <p>ACTION – SR</p>	<p>SR</p> <p>SR</p>
<b>Item 06 National Board Elections</b>		<p><b>a) Effective Dates</b> The 2018 effective dates for National Board members were agreed as follows:</p> <p>EPB – 00.01 20<sup>th</sup> June SPB – 00.01 3<sup>rd</sup> July [Secretary's Note: this date was amended from the date included in the original paper after they were distributed] WPB – 00.01 19<sup>th</sup> June</p> <p>The 2018 effective date of 000.01 17<sup>th</sup> July for Assembly members was agreed.</p> <p><b>b) 2018 Election Process</b> Comments from the three National Boards on the proposed changes to the election process for 2018 were noted and agreed the Election Scheme will be updated where necessary.</p> <p>ACTION - AD</p>	<p>AD</p>

<b>Item 07 Updates from the National Boards</b>		<p>The latest updates from the National Boards were noted.</p>	
<b>Item 08 President's Report</b>		<p>The latest report from the President was noted.</p>	
<b>Item 09 Treasurer's Report</b>		<p>DT gave a brief verbal update to members.</p> <p>SB and SD joined the meeting at this point.</p>	
<b>Item 10 2017 FIP Conference Report</b>		<p>PB gave a brief update on the recent FIP Congress in Seoul. He noted that a significant number of delegates from Australia and Canada had not attended due to security concerns around North Korea and consequently there was likely to be a larger than usual attendance from these countries at Glasgow. MA believed that overall delegate numbers were likely to be extremely high as there was likely to be a significantly increased attendance from Denmark too. AS added that many delegates in Seoul had been extremely keen to find out more about the plans for the 2018 conference in Scotland.</p> <p>MD added that while she was at the conference she had been struck by the very high regard the RPS was held in abroad, and stressed the Society needed to capitalise on publicising what had been the highlights from 2017 that could encourage members to attend in 2018, alongside promoting the 2018 programme. She added it was vital that the conference in Glasgow was adequately resourced from a staff perspective as the Society stands in Korea had often been understaffed.</p> <p>BW confirmed he was still in discussion with FIP around negotiating a reduced delegate fee for RPS members. He confirmed the Society is contracted to bring in €175k from UK based delegate fees so if the fee was reduced for RPS members more tickets would need to be sold.</p> <p>SB asked how we measured whether attendance at conferences, and in particular at FIP, had been successful. AS replied that during the conference RPS had given updates on pharmacy practice and leadership in the UK, representatives had spoken at a number of sessions and the Society had led a session on AMR. He did however acknowledge that the publicity/comms message to members about what was achieved at the conference could be improved.</p>	

<p><b>Item 11</b> <b>Any Other Business</b></p>	<p><b>i) Hard Copies of Assembly Papers</b> SG expressed her disappointment that the President had unilaterally decided not to issue any hard copies of the papers for the November meeting as she believed this was a decision that should first have been discussed by Assembly. She, and a small number of other Assembly members, prefer working with hard copies and pointed out that the electronic version provided made it difficult for them to fulfil their role. AS acknowledged that different members work best in different ways, and noted that those members wanting hard copies were subsequently provided with them at the earliest opportunity. It was agreed that in future hard copies would be provided on an 'opt-in' basis and would be sent to those members requesting them as a matter of course at the same time as the electronic file is distributed.</p> <p><b>ii) Term of Office for President</b> SB noted that as the EPB was phasing in the two-year term of office for its representatives on Assembly, MP and AS had, at the EPB meeting in June, only been elected to Assembly for one year. She therefore questioned how it would be possible for AS to serve a second year on Assembly, and consequently in his role as President.</p> <p>PB explained that it was irrelevant how long AS had initially been elected to Assembly for because once elected President the new Governance arrangements dictated he would automatically be re-appointed back onto the Assembly by EPB in June 2018. MA, who was now no longer President, would in effect take over the one-year appointment slot and would no longer serve an automatic second year on Assembly.</p> <p>He further clarified that the only way AS would not serve a second term would be in the very exceptional circumstance that the Assembly at its meeting in July 2018 chose not to confirm his second year of office. PB also noted that this process of confirmation was the same for Board Chairs, Vice Chairs and the Treasurer, who all served their second year in office by 'confirmation' of either their respective Boards or, in the case of the Treasurer, the Assembly.</p> <p><b>iii) Post-graduate centres in UK</b> NR noted that PHSC were concerned that CPPE in Manchester is often seen as the only post-graduate centre for UK pharmacists. However this is not as there are also centres in Wales and Scotland and he would like to see publicity for these other centres increase.</p> <p><b>iv) Museum &amp; Library Advisory Group</b> The latest report from the Group was noted.</p> <p>MA asked for an additional item of any other business to be taken under Confidential business.</p>	
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<b>13</b> <b>Date of next meeting</b>		The date of the next meeting on 22 <sup>nd</sup> March 2018 was noted. Members however expressed some concern that the Working Day on 21 <sup>st</sup> had been cancelled. AS explained he wished to move away from having a 'working day' followed by a formal meeting day as items discussed on day one usually ended up getting discussed for a second time during the actual Assembly meeting which was inefficient and incurred additional accommodation costs for the Society. A final decision on whether meeting on the original Working Day will be taken by the President once the agenda for the main meeting is set.	
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