



OPEN BUSINESS

Minutes of the Assembly Meeting held on Wednesday 18th July, 66-68 East Smithfield

- Present:** Ash Soni (AS) - President, Martin Astbury (MA), Ewan Black (EB), Sibby Buckle (SB), David Carter (DC), Sandra Gidley (SG), Linda Hakes (LH), John McAnaw (JMc), Mahendra Patel (MP), Nigel Ratcliffe (NR), Suzanne Scott-Thomas (SST), Hamish Wilson (HW)
- In attendance:** Paul Bennett (PB), Mair Davies (MD), Alison Douglas (AD), Helen Grey (HG), Jeremy Macdonald (JMcD), Alex MacKinnon (AMK), Simon Redman (SR), Harvey Sondh (HS),
- Apologies:** Paul Harris (PH)

Item	Related Paper	Minute	Action by
<p>Item 01 Welcome & apologies</p>		<p>Apologies were received from Paul Harris. Ewan Black was welcomed to his first Assembly meeting.</p> <p>Mahendra was formally welcomed as Treasurer having been elected to the post for a period of two years at the working day meeting held yesterday.</p>	
<p>Item 02 Code of Conduct & Remit of Assembly</p>		<p>The current Code of Conduct for governance members of the Society, and the remit of Assembly, were noted.</p>	
<p>Item 03 Declaration of Interests</p>		<p>AD noted that small amendments had been made to the Declarations for LH and HW, all other Declarations were noted.</p>	

<p>Item 04 Minutes</p>		<p>Minutes of the open business of the meeting held on 22nd March were agreed as a true and accurate record.</p>	
<p>Item 05 Matters Arising</p>		<p>a) Item 05a – AGM date SR informed members that it would be possible to have the annual accounts prepared and audited by the end of March and that there was a requirement under the Regulations to provide the annual accounts to Members at least two weeks prior to the AGM being held.</p> <p>SST asked if a whole different model for the AGM might be considered where by all three Boards met together. AS noted that the recent AGM de-brief meeting had proposed that the AGM be de-coupled form the EPB meeting. He suggested it might be possible to for the formal part of the AGM to be held over a lunch time during any Board or Assembly meeting. Thought might then be given to holding a joint meeting for all National Board members as part of the wider events programme. JMc suggested it might be possible to rotate the location of the AGM around the three countries.</p> <p>PB/RT/SR to consider how best to take this forward, with a paper outlining costed options to be brought to the November Assembly meeting.</p> <p>ACTION – PB/RT/SR</p> <p>b) Item 12- Phase Two Governance Review Noted that the new Regulations, approved by Assembly at the meeting in March, had been successfully gazetted and came into effect on 8th June.</p> <p>HW informed members that the Phase Two Working Group had held its first meeting on 8th July and had begun to consider the list of issues. Following discussions at this first meeting it became apparent that many items were more inter-related than first appeared so the list will now be re-structured to group all such items together. The group will meet again in Sept/Oct ahead of the National Board meetings to begin discussions proper on the more substantive items for review and enable members to then seek comments from Board members, with an update to be given at the Assembly meeting in November.</p>	<p>PB/RT/SR</p>
<p>Item 06 Any other business</p>		<p>There were no items of any other business.</p>	

<p>Item 07 Update from the Boards</p>		<p>The latest updates from the National Pharmacy Boards were noted.</p> <p>JMc informed members that the Scottish team had developed a poster highlighting the role of pharmacists for members of the public under the banner ‘we ask because we care’ and would be happy to share with the WPB and EPB but noted the poster must be badged up purely as an RPS publication.</p> <p>PB observed that the Board reports showed that each Board was currently working to different mission and vision statements. All three Boards should, now, be using the new mission and vision statements under ‘One RPS’ and asked that future reports are updated to reflect this.</p> <p>ACTION – RT/MD/AMK</p> <p>SST noted that the WPB were currently leading on a piece of work around the vision of pharmacy for Wales, and a need to focus on the roles of Pharmacy for the next 3-10 years. She urged colleagues to help feed into this where possible.</p>	<p>RT/MD/ AMK</p>
<p>Item 08 President’s Report</p>		<p>The latest President’s report was noted.</p>	
<p>Item 09 Treasurer’s Report</p>		<p>AS explained that DT had not been able to submit a final Treasurer’s report before he demitted office on 3rd July but that any finance questions could be taken under the Finance item later in the meeting.</p> <p>SB proposed a specific time commitment that was required from the Treasurer be added to the role description. Members, however, noted that this suggestion had already been discussed at previous Assembly meetings and dismissed as being impractical - the Regulations did list the duties required of the post holder and JMC added that there were also mechanisms in place elsewhere in the Regs to allow for a vote of no confidence to be called in any post holder should members feel they might not be devoting sufficient time to their role.</p>	
<p>Item 10 Schedule of meetings</p>		<p>The list of meeting dates for 2019 was approved. PB asked that Board Chairs did not amend the now agreed Board meeting dates unless absolutely unavoidable.</p>	

Item 11 Date of next meeting		Noted that the next meeting would be held on 13 th & 14 th November.	
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ACTION SHEET – Induction Day 18th July 2017

Item	Action	Who by	When
Item 05a AGM	Various options for 2019 AGM date to be investigated and costed	PB/RT/SR	November meeting
Item 07 National Board Reports	All three Board reports to be mapped to the new mission and vision statements	AMK/RT/MD	November meeting

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