ROYAL PHARMACEUTICAL SOCIETY

English Pharmacy Board meeting 22 June 2021 **OPEN BUSINESS**

This meeting will be held virtually by using ZOOM.

OPEN BUSINESS AGENDA 22 June 2021 at– 9.45am – 13.00pm

Item (approx. start time)	Subject	Purpose	Related papers/slides	Objective	Chair
1 (9.45	Welcome	For noting	No paper/Verbal address	Welcome and introductions	Director for England
	Apologies	For noting	No paper/Verbal address	To note apologies	Director for England
2	Declarations of Interests	For noting	21.06.EPB.02	To note declarations of interest for Board members	Director for England
3	Election of Chair	For decision	Refer to amended Regulations Appendix E (21.06.EPB.03)	To elect chair in accordance with the amended Regulations appendix E	Director for England
4	Election of Vice Chair	For decision	Refer to amended Regulations Appendix E	To elect vice chair in accordance amended Regulations appendix E	Chair

			(21.06.EPB.03)		
5 (10.30)	Appointment of 3 English Pharmacy Board members to the Assembly	For decision	21.06.EPB.05 Refer to amended Regulations Appendix C	To appoint 3 Members of the EPB in accordance the amended Regulations Appendix C (NB Chair and Vice Chair will automatically be members of the Assembly	Director for England
6	Statutory Item: Can EPB continue to properly fulfil its duties without the need for sectoral places?		Paper 21.06/EPB.06 and appendix	The English Pharmacy Board will consider if it is able to properly fulfil its duties to represent the full breadth of the profession in the year ahead. Particular attention will be given to suitable representation of different sectors. • Should EPB continue with the current election scheme pertaining to sectoral places (ie there are no sectoral places – all places are open to all candidates)? • How often should this decision be reviewed?	Chair

RPS observers requested to leave the Zoom meeting

Comfort break – 11.15am – 11.25am

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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

Sharon "Sibby" Buckle
- Advanced Pharmacist Practitioner, Boots UK
- Boots Pharmacists Association, Executive Board member
- Senior Director, Cairn Place Ltd
- Member of Women2Win
- East Midlands clinical senate assembly member
- Nottinghamshire ICS partnership forum member
- Ad hoc consultancy
- Contribute to media articles in pharmacy/ medical/ health press
- Policy Forum lead, Rushcliffe Conservative Association
- Both daughters, Junior Doctors
- Father, retired Pharmacist
- Mother, retired Midwife and health visitor
- Brother, Consultant surgeon
- Brother, Dental surgeon

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

Ciara Marie Duffy
- Newcastle upon Tyne NHS Foundation Trust
- Duffy Quality Pharma Consulting Ltd.

Mary Evans
- NHS Employee, Bedfordshire Hospitals NHS Foundation Trust

Thorrun Govind
- Locum Pharmacist-various companies
- Contribute to media articles in the press
- Pharmthorrun Ltd
- Trainee Solicitor
- Pharmacist – Boots

Alisdair Jones
- partner works in the NHS as an occupational therapist,
- member of national executive as Treasurer to the PDA Union.
- member of the governing body of St Mary's Primary Academy, Folkestone.

Michael Maguire
- Local Professional Network Chair, North Cumbria and the North East, NHS E/I
- Chair, National Forum of Local Professional Network Chairs, NHS E/I
- UK Head of Practitioners, Lifestyle Architecture
- Director, The Practical Leadership Training Company Ltd
- Director, CPCS Support Ltd

Erutase Oputu
- Barts Health NHS Trust
- Trustee Medicines for Muheza
- UK Black Pharmacists Association
- UK Clinical Pharmacists Association

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Duncan Petty

- Honorary researcher and lecturer University of Bradford
- Director Duncan Petty Consultancy Ltd
- Occasional advisory board member/speaker for pharmaceutical companies

Paul Summerfield

- Self Employed Locum Pharmacist, Sole Trader
- Visiting Lecturer, Employed, University of Reading
- Director, Pharmaceutical Defence, sole share holder

Tracey Thornley
- Senior Contract Frameworks and Outcome Manager, Boots
- Honorary Professor in Pharmacy Practice, University of Nottingham
- Member of the RPS, Antimicrobial Resistance Expert Advisory Group
- Member of Boots UK Clinical Advisory Board
- Member of Boots UK Research Governance Board
- Community Pharmacy representative on Midlands and East Regional Medicines Optimisation Committee
- Member of AMS in community pharmacy task and finish group for ESPAUR oversight group
- Member of community Pharmacy Section Executive Committee, International Pharmaceutical Federation
- Member of University of East Anglia School of Pharmacy Industrial Advisory Board
- Member of RPS working group, increasing evidence base pharmacy, Science and research
- Secondment to the research and academic partnership team (RAPT) which is part of the Innovation and Partnerships Hub at the Joint Biosecurity Centre (JBC, which is part of NHS Test and Trace)

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
- Treasurer, RPS

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APPENDIX E – PROCEDURE FOR THE ELECTION OF CHAIR AND VICE-CHAIR OF THE NATIONAL PHARMACY BOARDS – AMENDED PROCEDURE DURING COVID REMOTE MEETINGS 2021

The election of the Chair and Vice-Chair will be held biennially, entirely in public business, with the voting recorded, at the start of business at the first formal meeting of the Board following the annual election of members to fill vacant places in the requisite Chair/Vice Chair election year.

Each candidate standing for election as Chair or Vice-Chair shall make a declaration of interests at the time of her/his nomination.

The nomination and election procedures are set out below.

In the event that there is only one candidate nominated for any post, the Board will be asked to confirm that the person is duly elected.

The confirmation process shall be as per the process for confirming the second year of a term of office outlined at 7.5.4 in the Regulations.

The voting shall be reported to the Board and recorded in the minutes.

Once the elections have been completed, the names of the candidates, the names of the newly-elected Chair and Vice-Chair and the address submitted by the newly-elected Chair will be published.

Nominees do not need to be personally present at the meeting.

~~The use of mobile devices and/or laptops will not be permitted at the meeting for the duration of the election process.~~

1   **Chair**

1.1   Candidates for the position of Chair should be nominated by a Board member and seconded by another Board member. All nominations must be received in writing by the Board's Secretary at least 11 calendar days before the Board meeting at which the election is to take place, with a 12 noon deadline. The specific deadline for nominations in a given year will be communicated to Board members by the Board's Secretary.

1.2   Candidates for the position of Chair are required to produce an address of up to 1,000 words outlining how they meet the job requirements and setting out their vision and objectives. This must be received by the deadline specified for nominations. The address must be in plain text and not include any photos, images, graphics, website addresses or urls.

1.3   The names of those nominated and the names of the nominators will be circulated with the text of addresses to reach Board members by one week before the Board meeting.

1.4   The content of the addresses will be confidential to the Board until after the election has taken place.

1.5   The Board's Director will take the chair for the election of the Chair. Voting will follow the procedure set out below.

1.6   The Society's Legal Counsel or another appropriate member of staff will be present at the meeting to provide clarity on any part of the process if necessary.

1.7   The newly-elected Chair may make a short statement following election.

1.8   The name of the newly-elected Chair, the address submitted and the names of all nominees will be circulated to the pharmacy press.

2 Voting procedure

2.1 ~~A blank ballot paper will be distributed to each Board member present, (**English and Welsh Pharmacy Boards only**: the Chair will cast an additional 'casting' vote when there are only two candidates remaining which will be used at stage 2.6 below). Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted.~~

Voting will be by a secret ballot at the meeting of those members who are entitled to vote and shall be undertaken via the process and platform provided by the external scrutineer. Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted.

2.2 The Board's Director will read the names of the candidates and invite each Board member present to ~~write the name of his/her preferred candidate on the ballot paper. The papers will then be collected.~~cast their vote.

2.3 If one candidate has received the majority of the total votes cast, that person will be deemed to have been elected to the position concerned.

2.4 In the event that no candidate receives a majority of all votes cast in the first ballot, the candidate receiving the lowest number of votes in that ballot will be eliminated and the procedure set out in 2.2 – 2.4 above will be repeated. This procedure will be repeated until one candidate receives the majority of all votes cast.

2.5 If, in any ballot in which one candidate does not receive a majority of all votes cast, two or more candidates tie with the lowest number of votes, a separate ballot involving only those candidates will be held under the procedure set out in 2.2 and 2.3 above to decide which of these candidates is to be eliminated.

2.6 ~~If, when there are only two candidates for a post, there is a tie in the ballot the Country Director will know which voting paper has been cast by the Chair as the 'casting vote' and will use this at this point. The Chair will then receive the name of the successful candidate only (no details of the number of votes will be given).~~

2.7 ~~Scottish Board only:~~ If there is still a tie after this second ballot, the Board meeting will be adjourned for five minutes and, on its resumption, nominations for the post concerned will again be called for. The procedure set out in paragraphs 3.2 and 3.3 above, as appropriate, will then be followed.

3 Vice-Chair

3.1 The newly-elected Chair, if present, will take the chair otherwise the Director of the Board will take the Chair. At the Chair's discretion, there may be a break of up to 15 minutes before nominations are invited for the position of Vice-Chair.

3.2 Candidates for the position of Vice-Chair may be nominated by themselves or by another Board member and should be seconded by another Board member. Nominations may be made in advance of the meeting or at the meeting. There will be no supporting speeches for this position. (**English and Welsh Pharmacy Boards only**: The Chair is not allowed to nominate or propose a vice chair).

3.3 Voting will follow the procedure set out for the Chair above~~.~~

3.4 The newly-elected Vice-Chair may make a short statement following election.

> **Commented [AD1]:** This section will need to be looked out by EPB/WPB outwith the process for 2021 – it is actually in-operable in that it gives the Chair a casting vote in an election where there is no Chair in place! Not sure how/when this first came to have been included. We will therefore use the process in place for the SPB (this is also the process used in the President/Treasurer election)

3.5   The name of the newly-elected Vice-Chair and the names of all nominees will be circulated to the pharmacy press.

21.06.EPB.03

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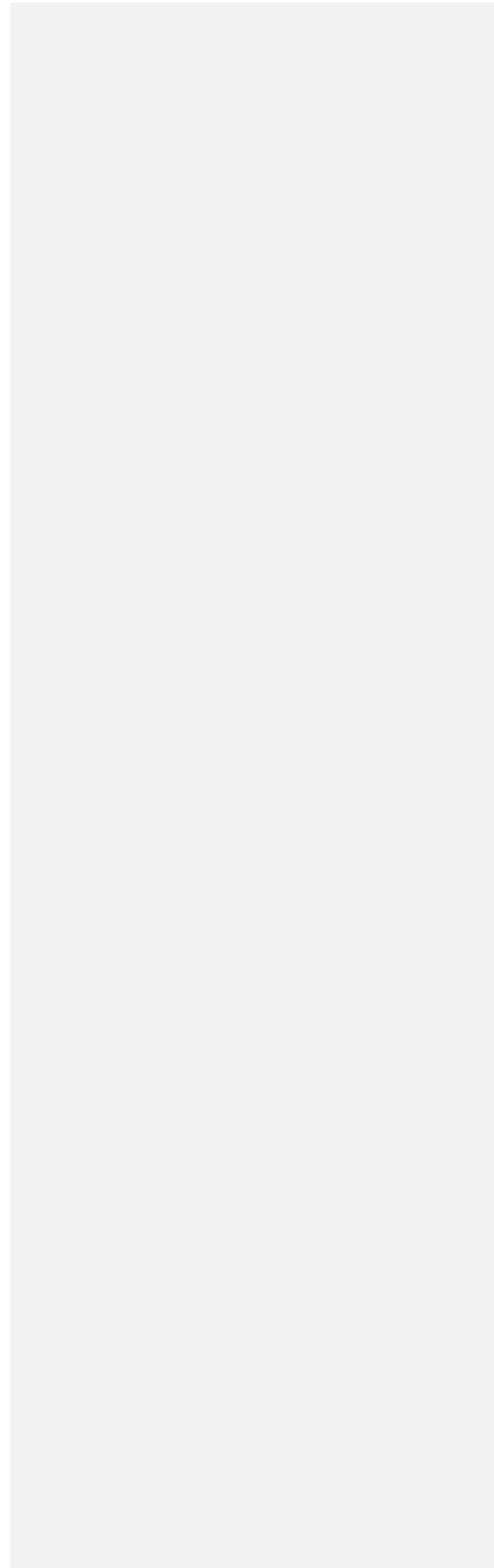
English Pharmacy Board meeting 22 June 2021

Title of item	Appointment of three English Pharmacy Board members to the Assembly
Open, confidential or restricted item	Open
Author of paper	Yvonne Dennington
Position in organisation	Business Manager England
Telephone	0207 572 2208
E-mail	Yvonne.dennington@rpharms.com
Item to be led at the meeting by	Ravi Sharma
Purpose of item (for decision or noting)	Decision
Headline summary of paper	To appoint three EPB members to the Assembly for a tenure of 2 years.

Appointment of three EPB members to the Assembly

Assembly members for 2020/21 were:-

Sandra Gidley (tenure expires 2021 and did not stand for re-election)
Claire Anderson (Chair – 2 year tenure expires June 2021)
Martin Astbury (Vice Chair – 2 year tenure expires June 2021)
David Carter (2 year tenure expires June 2021)
Sibby Buckle (2 year tenure expires June 2021)
Thorrun Govind (2 year tenure expires June 2022 providing she is an elected member of the EPB)
Andre Yeung (2 year tenure expires June 2022)

Three places are therefore available on the Assembly for a tenure of **two** years.
The newly elected Chair and Vice Chair will automatically have a place on the Assembly.

Members are reminded there is no affirmation required for Thorrun Govind and Andre Yeung to serve the second year of their tenure, however there is a process for a vote of no confidence in an elected Assembly member (outlined in Regulation 6.6 attached) should this need to be actioned.

Amended Appendix C of the Regulations (attached) fully details the procedure for the Appointment of English Pharmacy Board members to the Assembly. However, as the meeting is being held entirely by video conferencing some adaptation to this process has been necessary in order to incorporate remote working. A vote will be facilitated by the Society's independent scrutineers, Mi-Voice in order for the ballot to remain anonymous. This will be conducted via an online platform created by the scrutineers.

1 APPENDIX C - PROCEDURE FOR APPOINTMENT OF NATIONAL BOARD MEMBERS TO THE ASSEMBLY – AMENDED PROCEDURE DURING COVID-19 REMOTE MEETINGS 2021

Any sitting President will automatically be appointed as a Board Assembly representative for their respective National Board. National Board members appointed to serve as a Board representative on the Assembly serve a two year term of office on the Assembly, provided they remain elected to their relevant National Board.

Board members elected to fill casual vacancies will be eligible to be appointed to the Assembly. Co-options to the Boards will not be eligible to be appointed to the Assembly.

1   Voting Procedure

The appointment of Board members to the Assembly will be held entirely in public business, with the voting recorded, at the start of business on the first formal meeting of the newly elected National Pharmacy Board meetings.

Nominations can be made at the meeting or in advance.   Board members may nominate themselves or others and should be seconded by another Board member. The Society's Legal Counsel or another appropriate member of staff will be present at the meeting to provide clarity on any part of the process if necessary.

~~The use of mobile devices and/or laptops will not be permitted at the meeting for the duration of the election process.~~

Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted. For the purposes of the 2021 Election, 'present at the meeting' shall be defined as those members of the Board participating in the meeting via means of remote/video conferencing.

Each candidate standing for appointment to the Assembly shall make a declaration of interests at the time of their nomination.

The Director of the Board will read the names of the candidates and each candidate who is present will be invited to make a short supporting speech of no more than two minutes. Nominations will close before the first vote is taken. Nominees may vote for themselves.

Voting will be by a secret ballot at the meeting of those members present who are entitled to vote and shall be undertaken via the process provided by the external scrutineers appointed by the Society

The voting shall be reported to the Assembly and recorded in the minutes. Once the elections have been completed, the names of the successful candidates will be published. Successful candidates will be invited to make a short statement following their election.

The election procedures for each Board are set out below.

2   English Pharmacy Board (EPB)

Five elected members of the EPB are appointed to the Assembly in addition to the Chair and Vice Chair. In the event that the sitting President is a member of the EPB, only four members will need to be elected.

In the event that there are only as many candidates nominated to the Assembly as there are places to be elected, the EPB will be asked to confirm that those persons are duly appointed. If there are more candidates then a secret ballot will be held using the One Member One Vote (OMOV) system (ie each EPB member has up to 5 votes for up to 5 places) and shall be undertaken via the process provided by the external scrutineers.

The EPB candidates that receive the highest number of votes by the OMOV system will be elected to the Assembly. If two or more candidates tie with the next highest number of votes, a separate ballot, undertaken via the process provided by the external scrutineers, involving only those candidates, will be held to decide which of these candidates is to be elected. If there is still a tie after this second ballot, the meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.

3   Scottish Pharmacy Board (SPB)

One elected member of the SPB is appointed to the Assembly in addition to the Chair of the Board, which does not have to be the Vice-Chair. In the event that the sitting President is a member of the SPB, there will be no need to appoint an additional member to the Assembly.. In the event that there is only one candidate nominated to the Assembly the SPB will be asked to confirm that person as duly appointed. If there is more than one candidate then a secret ballot will held using the One Member One Vote system and shall be undertaken via the process provided by the external scrutineers.

The SPB candidate that receives the highest number of votes will be elected to the Assembly. If two or more candidates tie with the highest number of votes, a separate ballot involving only those candidates will be held to decide which of these candidates is to be elected, undertaken via the process provided by the external scrutineers. If there is still a tie after this second ballot, the SPB meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further supporting speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.

4   Welsh Pharmacy Board (WPB)

One elected member of the WPB is appointed to the Assembly in addition to the Chair of the Board, which does not have to be the Vice-Chair. In the event that the sitting President is a member of the WPB, there will be no need to appoint an additional member to the Assembly.. In the event that there is only one candidate nominated to the Assembly the WPB will be asked to confirm that person as duly appointed. If there is more than one candidate then a secret ballot will held using a One Member One Vote system and shall be undertaken via the process provided by the external scrutineers. .
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The WPB candidate that receives the highest number of votes in a OMOV will be elected to the Assembly. If two or more candidates tie with the highest number of votes, a separate ballot involving only those candidates will be held to decide which of these candidates is to be elected, undertaken via the process provided by the external scrutineers. If there is still a tie after this second ballot, the WPB meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further supporting speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.

Regulation 6.6 Vote of No Confidence in an elected Assembly Member

6.6 Vote of No Confidence in an elected Assembly Member A vote of no confidence in an Assembly Member (other than the President, Treasurer, Board Chair or Vice Chair) elected by a National Pharmacy Board can only be held during a meeting of the relevant National Board.

An elected member of the National Board may call for a vote of no confidence in an Assembly Member elected by that National Board at any time during a National Board meeting, at which point:

a) the meeting may then be adjourned for 10 minutes

b) the Chair, or Vice Chair should the Chair not be present, or Country Director should the Vice Chair/Chair not be present, shall call for a vote of Board members present to express no confidence in the particular elected Assembly Member. The vote will be by a show of hands and will be recorded in the minutes. Only those Assembly members present at the meeting shall be eligible to vote.

c) a vote shall not be passed unless:

i) for the EPB – at least 8 elected Board members present at the meeting at which the vote takes place vote to express no confidence in the Assembly Member

ii) for the SPB - at least 6 elected Board members present at the meeting at which the vote takes place vote to express no confidence in the Assembly Member

iii) for the WPB - at least 6 elected Board members present at the meeting at which the vote takes place vote to express no confidence in the Assembly Member

d) should the vote be passed, the Assembly Member will be required to stand down from their post as a member of the Assembly. A replacement to serve on the Assembly will then be elected following the relevant Board process outlined in Appendix C. The member will be ineligible to stand or be re-appointed to the same post for a period of 12 months.

e) Should the vote fail to be passed, a further vote of no confidence in the same individual is not permitted to be called again for a period of 12 months.

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English Pharmacy Board meeting 22 June 2021

Title of item	Review the removal of sectoral places on the English Pharmacy Board
Open, confidential or restricted item	Open
Author of paper	Yvonne Dennington
Position in organisation	Business Manager England
Telephone	0207 572 2208
E-mail	Yvonne.dennington@rpharms.com
Item to be led at the meeting by	Chair
Purpose of item (for decision or noting)	Discussion/decision
Headline summary of paper	As per paper 15.06.EPB.07C it is recommended that a statutory item appear on the EPB meeting in June of each year to review the composition of the board subsequent to the removal of sectoral places.

Purpose

This is a regular standing item to review the composition of the Board, following the recent elections. We need to consider whether the breadth of the profession is adequately represented and also to consider the pros and cons of making any changes for the 2022 elections.

See appendix re Board member sector representation from 2015 - 2021

Background

At the English Pharmacy Board (EPB) meeting in June 2015 and subsequent Assembly
approval of the EPBs recommendation in July 2015, the provision for the election to sectoral places on the EPB was removed commencing with the elections for 2016 (refer to paper 15.06/EPB.07C and corresponding minutes).

The English Pharmacy Board agreed the following:-

"The English Pharmacy Board shall have a statutory item as its last agenda item of its June meeting. This item will be a discussion item with decision and actions if required. The English Pharmacy Board will consider if it is able to properly fulfil its duties to represent the full breadth of the profession in the year ahead. Particular attention will be given to suitable representation of different sectors."

Actions under this statutory item from the English Pharmacy Board at their June meetings could include:-
 a. co-opt (up to 1 place under present arrangements)
 b. permanently invite someone for the year
 c. invite as required to specific meetings
 d. Reserve a place at the next board elections
 e. Move back to reserve places covering sectors of practice

The above statutory item will be included in the English Pharmacy Board June meeting as any decision made under this item will need to be ratified by the Assembly at its meeting in July in order to come into effect at the next election."

Action:
The English Pharmacy Board will consider if it is able to properly fulfil its duties to represent the full breadth of the profession in the year ahead. Particular attention will be given to suitable representation of different sectors.

- Should EPB continue with the current election scheme pertaining to sectoral places (ie there are no sectoral places – all places are open to all candidates)?
- How often should this decision be reviewed?

The English Pharmacy Board may wish to consider any or all of the above actions **a) to e).**

Ravi Sharma
Director for England
Yvonne Dennington
Business Manager England

English Pharmacy Board Sectoral Places   Appendix to paper 21.06/EPB.06 (22 June)

Please note – No elections took place in 2020 due to the Pandemic.

Name 2015	Sector	Name 2016	Sector	Name 2017	Sector	Name 2018	Sector	Name 2019	Sector	Name 2021	Sector
Sibby Buckle	Community	Sibby Buckle	Community	Sibby Buckle	Community	Sibby Buckle	Community	Sibby Buckle	Community	Sibby Buckle	Community
David Carter	Community	David Carter	Community	David Carter	Community	David Carter	Community	David Carter	Community	David Carter	Community
Sid Dajani	Community	Sid Dajani	Community	Sid Dajani	Community	Sid Dajani	Community	Andre Yeung	Community/commissioning	Andre Yeung	Community/commissioning
Martin Astbury	Community	Martin Astbury	Community	Martin Astbury	Community	Martin Astbury	Community	Martin Astbury	Community	Martin Astbury	Community
Sandra Gidley	Community	Sandra Gidley	Community	Sandra Gidley	Community	Sandra Gidley	Community	Sandra Gidley	Community	Mary Evans	Hospital
Tony West	Hospital	David Branford	Hospital	David Branford	Hospital	Thorrun Govind	Community	Thorrun Govind	Community	Thorrun Govind	Community
Aamer Safdar	Hospital	Aamer Safdar	Hospital	Aamer Safdar	Hospital	Aamer Safdar (1 yr tenure)	Hospital	Duncan Petty	Academia	Duncan Petty	Academia
Anthony Cox	Academic	Elizabeth Butterfield	Primary Care	Elizabeth Butterfield	Primary Care	Elizabeth Butterfield	Primary Care	Brendon Jiang	Primary Care and community	Paul Summerfield	Community/Academia
Deborah Evans	Industry	Deborah Evans	Industry	Nadia Bukhari	Academic	Nadia Bukhari	Academic	Nadia Bukhari	Academic	Ciara Marie Duffy	Hospital

Ash Soni	Community	Ash Soni	Community	Ash Soni	Community	Ash Soni	Community	Ash Soni	Community	Michael Maguire	All sectors
Claire Anderson	Academic	Claire Anderson	Academic	Claire Anderson	Academic	Claire Anderson	Academic	Claire Anderson	Academic	Claire Anderson	Academic
Mahendra Patel	Academic	Mahendra Patel	Academic	Mahendra Patel	Academic	Mahendra Patel	Academic	Mahendra Patel	Academic	Alisdair Jones	Primary Care
Catherine Armstrong	Primary Care	Catherine Armstrong	Primary Care	Catherine Armstrong	Primary Care	Hemant Patel	Community	Hemant Patel	Community	Erutase Oputu	Hospital
Mike Hannay	Industry	Tracey Thornley	Community	Tracey Thornley	Community	Tracey Thornley	Community	Tracey Thornley	Community	Tracey Thornley	Community