

**Minutes of Assembly Induction Day held on 16<sup>th</sup> July 2024 at 66 East Smithfield**

Present: Claire Anderson (CA) - Chair, Adebayo Adegbite (AA), Danny Bartlett (DB), Jonathan Burton (JB), Ciara Duffy (CD), Ruth Edwards (RE), Brendan Jiang (BJ), Geraldine McCaffrey (GMc), Gino Martini (GM), Matt Prior (MP), Eleri Schiavone (ES) – Item 03 only, Lynne Smith (LS), Audrey Thompson (AT)

In attendance: Paul Bennett (PB), Karen Baxter (KB), Avril Chester (ACh), Rick Russell (RR), James Davies (JD), Laura Wilson (LS), Elen Jones (EJ), Alison Douglas (AD), Liz North (LN), Corrinne Burns (CB)

Apologies: Tase Oputu (TO)

Observers: 4 observers joined the meeting on-line

Item	Paper	Notes and actions	Action by
<b>Item 01 Welcome</b>		CA welcomed all to the meeting, especially those members who were joining Assembly for the first time and members and staff briefly introduced themselves.	
<b>Item 02 Apologies</b>		Apologies were received from Tase Oputu.	
<b>Item 03 Election of Treasurer</b>		CA informed members that as ES's train had been delayed it would not be possible to hold the vote for the election of Treasurer until she arrived. She therefore advised observers that this item would now be taken at 1.30pm and invited them to dial back in at that time should they wish to.	

<b>Item 04</b> <b>Confirmation of Posts</b>		<p>PB took the chair for this item and Assembly members were invited to confirm the following:</p> <p>i) the second year of office of the current President. As per Regulation 5.1.1:  <i>Confirmation of the second year of office shall be automatic unless a vote of no confidence in the President is passed by the Assembly</i></p> <p>Unanimously confirmed.</p> <p>ii) the second year in office of the current Pharmaceutical Scientist member. As per Regulation 6.2 this follows the process set out for the Officers of the Society and therefore:  <i>Confirmation of the second year of office shall be automatic unless a vote of no confidence... is passed by the Assembly</i></p> <p>Unanimously confirmed.</p> <p>iii) the final year in officer of the current Lay member. As per Regulation 6.1 this follows the process set out for the Officers of the Society and therefore:  <i>Confirmation of the second year of office shall be automatic unless a vote of no confidence... is passed by the Assembly</i></p> <p>Unanimously confirmed.</p> <p>iv) Academic Member  Noted that Ruth Edwards will continue in post at present as the Academic member for a second term of office. As per Regulation 6.3: <i>The academic or Pharmacy School Council member on the Assembly is selected by the Pharmacy School Council from amongst their number taking account of the criteria that their representative should be a pharmacist and either a current or ex-head of a Pharmacy School).</i></p>	
<b>Item 03</b> <b>Election of Treasurer</b>		<p>CA confirmed that, by the deadline of 12 noon on 5<sup>th</sup> July, two valid nomination for the post of Treasurer had been received:</p> <p>BRENDON JIANG nominated by Geraldine McCaffrey, seconded by Jonathan Burton</p>	

<p><b>AFTERNOON SESSION</b></p>	<p>ELERI SCHIAVONE nominated by Geraldine McCaffrey, seconded by Gino Martini</p> <p>The addresses from both candidates were circulated to Assembly members on 8<sup>th</sup> July.</p> <p>Both candidates were then asked to confirm they have nothing to add to their declarations of interest as per the paper for the main meeting.</p> <p>BJ noted that the following roles should be deleted from the current listing:</p> <ul style="list-style-type: none"> <li>• Primary Care Network Clinical Lead Pharmacist for Oxfordshire, OCCG/BOB ICS</li> <li>• Member of the Guild of Healthcare Pharmacists</li> <li>• Consultancy on pharmacy development– Oxfordshire Training Hub.</li> <li>• Member Unite Union</li> </ul> <p>ES noted that the following roles should be added to the current listing:</p> <ul style="list-style-type: none"> <li>• Employer: NHS Wales Joint Commissioning Committee – Formerly WHSSC</li> <li>• Member of the Guild of Healthcare Pharmacists</li> </ul> <p>Members were reminded that the use of laptops and mobile devices is not permitted during the voting process and were then invited to write the name of the candidate they wished to vote for on the ballot slip that was handed out.</p> <p>CA confirmed that, as set out in the Regulations, TO had submitted her proxy votes to PB before the required deadline and he would therefore be voting on her behalf.</p> <p>Following the first round of voting Brendon Jiang was elected to the post.</p> <p>He thanked members for voting for him and ES for standing for election. Full details of the address submitted by BJ are include at Appendix A for information.</p>	
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**TREASURER ADDRESS**

I am honoured to announce my candidacy for the position of Treasurer of the Royal Pharmaceutical Society. I bring to this role a profound commitment to transparency, strategic financial management, and an unwavering dedication to serving our esteemed membership.

As Treasurer, my primary focus will be to ensure the robust financial health of our Society, thereby enabling us to continue our mission to put pharmacy at the forefront of healthcare. To achieve this, I will work in partnership with Assembly and the Finance and Investment Committee to prioritise the following areas:

**Allocation of Resources Against Strategic Priorities:** Our Society's strategic priorities are the pillars on which our mission is built. I will ensure that our financial resources are allocated efficiently and effectively, directly supporting these priorities. This will involve rigorous analysis and a commitment to funding initiatives that align with our long-term goals and vision.

**Financial Performance Against Budget:** Financial discipline is key to the sustainability of any organisation. I will diligently monitor our financial performance against the budget, ensuring we meet our fiscal targets and identify areas for improvement. Transparency in reporting is paramount, and I will provide regular updates to keep our membership informed.

**Asset Strategy:** Our assets are vital to our operations and growth. I will develop and oversee a comprehensive asset strategy that maximizes their value and ensures alignment with our strategic objectives.

**Reserves and Investment Policies:** Maintaining a healthy reserve and a sound investment policy is essential for our Society's stability and future planning. I will implement investment strategies in alignment with our environmental, social and corporate governance principles that balance risk and return, ensuring our reserves are used prudently to support our mission while safeguarding our financial future.

My professional experience in finance, business and strategic planning, coupled with my passion for the profession, uniquely positions me to serve as your Treasurer. I am committed to working collaboratively with Assembly, the exec and our members to strengthen the culture of financial excellence and accountability engendered by past treasurers.

Together, we can ensure that the Royal Pharmaceutical Society not only thrives but continues to lead and innovate within our profession. I humbly ask for your support and vote in this election.

Thank you for your consideration.

Sincerely,

Brendon Jiang