

Minutes of Assembly Meeting held on 20th November 2024 at 66 East Smithfield

Present: Claire Anderson (CA) - Chair, Adebayo Adegbite (AA), Jonathan Burton (JB), Ciara Duffy (CD), Ruth Edwards (RE), Brendan Jiang (BJ) – via vc, Gino Martini (GM), Matt Prior (MP), Tase Oputu (TO), Eleri Schiavone (ES), Lynne Smith (LS), Audrey Thompson (AT)

In attendance: Paul Bennett (PB), Karen Baxter (KB), Avril Chester (AC), Rick Russell (RR), James Davies (JD), Laura Wilson (LS), Elen Jones (EJ), Alison Douglas (AD) – via vc, Liz North (LN), Neal Patel (NP), Vicky Rutter (VR) (CPA) – Item 07 only, Beth Ward (BW) (CPA) – Item 07 only,

Apologies: Danny Bartlett (DB), Geraldine McCaffrey (GMc)

Observers: 1 observer joined the meeting

Item	Paper	Notes and actions	Action by
Item 01 Welcome & Apologies		Apologies were received from Danny Bartlett and Geraldine McCaffrey.	
Item 02 Items for Noting		<p>The following items were noted:</p> <ul style="list-style-type: none"> a) Code of Conduct & Remit of Assembly and COG b) Declarations of interest <p>[Secretary's Note: RE is now no longer a member of PDA]</p> <ul style="list-style-type: none"> c) Minutes of the Open Business Assembly Meeting 16th/17th July (noted and approved) 	

		<ul style="list-style-type: none"> d) National Pharmacy Board Reports e) President's Report f) Treasurer's Report g) 2024 Education & Standards Committee Annual Report and minutes of Committee 18th October h) 2024 Science & Research Committee Annual Report & minutes of Committee 3rd July i) 2024 Panel of Fellows Annual Report j) 2024 Membership Committee Annual Report k) 2024 CPA Annual Report l) 2024 Health & Safety Annual Report m) Inclusion & Diversity update n) Scottish Parliament Lobbying Register Report o) EDI Action Plan 	
Item 03 Matters Arising		None	
Item 04 UKPPLAB		<p>CA gave a brief update to members, noting that since the last Assembly meeting one substantive Board meeting had been held in September which had covered a number of general items including the future vision for the Board. She noted that trust between the Board members was developing well.</p> <p>PB added that the working relationship between RPS and the Board continued to be a positive and constructive one and Sir Hugh Taylor had chaired a session at the RPS Conference last week.</p> <p>He has now been invited to join a sub-group of the Board with the CEOs of other Pharm organisations including the regulators to look into the importance of professional standards in education, assessment and credentialing post-registration and how this might best relate to the regulators.</p> <p>Fiona McIntyre had been appointed to the Board secretariat to help support their policy development work and her current duties at RPS will be backfilled.</p> <p>Noted that the timeframe for the Board overall was still currently 3-5 years and that the Society's timeframe to move towards RC status would fit very well with this. CA was asked if the Board had given any indication of support for the Society's RC journey and A&C work and she noted they were very supportive of the RC progression but haven't said much more about A&C.</p>	

		<p>PB has been very pleased by the way the CPHOs have shown their support for the Society's ambitions to become a Royal College. EJ added that she had attended a meeting yesterday of the Welsh Pharmaceutical Committee, a statutory advisory body to the Welsh Government, and had given an update/overview of the Society's C&G work. The committee were very supportive of the work and will be sharing a statement to that effect with the Welsh Government.</p>	
<p>Item 05 Constitution & Governance Review</p>		<p>a) Roadshows</p> <p>LN gave a summary of the recent roadshow events, the last of which was held yesterday.</p> <ul style="list-style-type: none"> • 15 in-person events had been held across GB with almost 1000 people attending • good mix of people from a broad spread of backgrounds • very good conversations and Q&A sessions • notes were taken of all questions from the audience and the team are now working on a report which will be published early in December outlining these and setting out detailed responses <p>TO thanked KB, LN & CA for all their efforts in the roadshow events which had been a great initiative as it had been a real benefit to be able to be present across the country to speak directly to members. LN also stressed how important Board and Assembly attendance and input into the events had been.</p> <p>KB then summarised and a number of decisions taken by Assembly at the meeting yesterday:</p> <p>b) Special Resolution Vote</p> <p>Following agreement at the Working Day meeting, KR asked that Assembly Members approve the re-drafting of the Charter, noting that a small change to the wording used around students was necessary – AGREED.</p> <p>KB then asked members to confirm they were happy that any non-substantive semantic changes to the wording of the Charter that might subsequently be requested by Privy Council Office or Charity Commission be agreed by the C&G Programme Steering Group and COG – AGREED.</p> <p>Assembly Members then AGREED the following wording for the formal resolution that Members would be asked to consider under the SRV:</p> <p><i>In accordance with Article 11 of the Society's Royal Charter, the Assembly resolves that it (i) amends the provisions of the Society's Royal Charter to conform to the draft Charter presented to the meeting [and initialled "A" for identification]; and (ii) changes the name of the Society to "ROYAL COLLEGE OF</i></p>	

		<p><i>PHARMACY”;</i> subject to (a) confirmation of this resolution by the Members of the Society in accordance with the provisions of the current Royal Charter; (b) such changes as the Privy Council or its secretariat or advisors may require in agreement with the Assembly; and (c) the consent of His Majesty King Charles III by Order in Council.</p> <p>AGREED.</p> <p>Assembly further AGREED to delegate the authority to prepare the full final resolution (vote question with latitude clause) and notice of meeting to the Programme Steering Group.</p> <p>Members were then asked to affirm that, as permitted under Regulation 3.4, Assembly had agreed that the proposed changes to the Charter which must be agreed by a Special Resolution vote of Members and Fellows, would not be placed before a General Meeting but would be the subject of a wider ballot of the voting membership – AGREED.</p> <p>Assembly further AGREED that the SRV is being held in accordance with regulation 3.4, that the roadshows are the consultation and therefore the SRV is not to be debated at any General Meeting.</p> <p>TO however noted that the full detail of the changes to the Charter etc had not been available to members who attended the C&G Roadshows. KB acknowledged that the information provided to members to date had not included the full legal details but she explained that it had certainly set out all the main material elements of the proposed changes. A fully detailed pack of information setting out at length all the changes required to the Charter, with a ‘plain English’ style explanation, would be created and published for members to read early in 2025.</p> <p>Assembly then provisionally AGREED the proposed date for the SRV [13th – 24th March 2025].</p> <p>Assembly then AGREED the process for the SRV as detailed in the SRV Scheme discussed at the Working Day meeting.</p> <p>c) Transition Arrangements</p> <p>Noted that although the transition arrangements to take the Society through to Royal College and Chairty status had been presented and talked through with Assembly at the Working Day but that members had not been able to formally approve the proposed approach as the detail presented on the slides had been too small to view adequately. The information will therefore be circulated to Assembly members via email after the meeting for approval. Assembly AGREED, once the detail had been approved by email, it would be</p>	
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Item 06 Any Other Business		<p>a) Posthumous Fellowships Clarification of the process for awarding posthumous Fellowships was noted and approved.</p> <p>b) NHS Change TO raised the issue of the current NHS Change consultation and asked what the Society's process for inputting into this. JD noted that a series of engagement events on workstreams with NHS would be held and members views would also be sought via a survey that has already been issued. Members would also be encouraged to provide individual submissions directly to the NHS.</p> <p>TO would encourage all members to ensure that they follow the process into how they can feedback to us.</p> <p>The open business session of the meeting was then adjourned until the guests for the next item arrived.</p>	
Item 07 International		<p>Vicky Rutter (CPA CEO) and Beth Ward (CPA) attended the meeting for this item and the open business session of the meeting was resumed.</p> <p>LW explained that Tracey Thornley had unfortunately been unable to attend the meeting today and would therefore be coming to the March meeting instead. She then went on to give a brief presentation on recent FIP work including the recent Congress meeting in South Africa and a Celebration of Pharmacy event that EJ had attended in Iceland, as well as upcoming events and meeting.</p> <p>VR & BW then gave a presentation on the work of CPA.</p> <p>CD asked what work the CPA might do for those pharmacists who worked in industry and for pharmaceutical scientists. VR noted that, as a charity, the Association had very specific set objectives:</p> <ul style="list-style-type: none"> • to improve pharmacy practice across the Commonwealth 	

		<ul style="list-style-type: none"> • to enhance knowledge sharing between pharmacy organisations • to develop networks across the profession to help facilitate this <p>As the Association was bound by these objective VR explained there was very little ability for it to touch on Pharmaceutical Science per under its charitable remit and the organisation was therefore much more patient facing at present.</p> <p>CD asked if it might be an area the organisation would consider at some point in the future. VR noted that the organisation did work closely with hospital pharmacists, including to support aseptic services, most notably in Ghana on cancer services.</p> <p>BA stressed how important it was for individual pharmacists to join the CPA and show their support for the Association, also to sign up for their email updates and show support via social media etc. CA also encouraged people to join as individual members.</p> <p>ES asked if CPA had any plans for work around access to medicines especially in countries like South Africa in relation to HIV etc. VR noted that the team had talked about their workforce training and access to medicines work at the RPS Conference and were quite well positioned to be able to help in these areas.</p> <p>TO felt that the concepts of fellowship and mentoring VR had outlined were exciting and would encourage pharmacists to get involved with this if they were able to. She went on to ask what the organisation's approach around pharmacy technicians in countries where there might be very few qualified pharmacists might be. VR explained that the team worked with pharmacist organisations where they existed and were recognised, but acknowledge that this was not the case in every country and in some areas pharmacists could well see pharmacy technicians as a threat where there were limited resources. The Association therefore had to be quite careful how it acted on a country by country basis to make sure it was aligned with the specific pharmacy organisations in what was often a very a tricky area to navigate politically.</p> <p>BJ, as RPS Treasurer, noted that he would be interested in meeting with VR/BW to discuss how the Society might continue to best support the Association, particularly in their work on credentialling etc. VR would similarly be happy to meet and BJ will therefore contact directly to arrange.</p> <p>ACITON – BJ</p>	
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Item 08 Date of the Next Meeting		Noted that the next meeting will be Assembly Working Day 25 th March and Assembly Meeting 26 th March 2025.	
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