

ENGLISH PHARMACY BOARD

Minutes of the meeting held on Wednesday 25 November 2009 from 10.30-15.40, in the Conference Chamber at the RPSGB, 1 Lambeth High Street, London SE1 7JN

Present

Brian Curwain	Chair
Richard Daniszewski	Vice-Chairman

Beth Taylor	Seema Agha
Catherine Duggan	David Mottram
Jonathan Buisson	Rachel Lemon
Gail Curphey	Sid Dajani
Graham Phillips	Martin Astbury
Steve Wicks	David Miller

Observers

Gemma Donovan	President, BPSA
Tughra Mehmet	Branch Observer, Isle of Wight

In Attendance

Howard Duff	Director for England
Jeremy Holmes	Chief Executive and Registrar
Heidi Wright	English Practice and Policy Lead
Margaret Morgan	Communications Manager
Steven Coggins	Programme Manager, TWG
Carol Evans	Head of Professional Development
James Taylor	Marketing Manager
Michele Savage	Adviser for Professional Body Governance
Yvonne Dennington	EPB Secretary

09/67 Welcome and Introductions

The Chair opened the meeting and welcomed the EPB members, staff and observers to the meeting. The Chair reported that the Board has extended an open invite to the BPSA to attend all future English Board Meetings.

09/68 Apologies

Lindsey Gilpin gave apologies for her absence.

09/69 Declaration of interests

The Chair reminded Board members to make their declarations of interest as appropriate.

09/70 Minutes from the EPB meeting held on 16 September 2009

The Minutes of the meeting held on 16 September 2009 were received and agreed as a correct record subject to the following amendments:-

09/55 The NPSA presentation on safer dispensing using bar coding, in relation to patient safety, is to be viewed in the context of making Britain the safest place in which to take

medicines and the relevant background document “*The Contribution of Pharmacy to Making Britain a Safer Place to take Medicines*”.

09/56 It was noted that Paul John had been in touch with Gail Curphey to arrange a meeting in London for representatives of the Channel Islands and Isle of Man.

09/57 It was agreed that Seema Agha will chair the GPhC Consultation response Working Group. Board members (Gail Curphey (to be confirmed) David Miller and Martin Astbury) who agreed to be part of this group would attend a meeting on 18th November. It was agreed that following on from initial drafts a 4th draft of the response will be the product of this meeting which will be circulated to a wider membership through the Board’s network channels in addition to the membership e-news bulletin and the pioneer group. Heidi Wright to be advised of the network groups used. A further draft will then be written by 20 November 2009 for submission to Council. Following approval of the draft Council submission the final response will be prepared and signed off by the 3 Board Chairs in time for the January response deadline. This process should demonstrate consultation with the wider membership and form the basis for future consultation responses from the new professional leadership body.

The English Pharmacy Board agreed:-

- (i) Seema Agha would chair the GPhC Consultation Response Working Group
- (ii) The working group would comprise of Gail Curphey, David Miller and Martin Astbury.

09/59 Declarations of Interest from:-

Martin Astbury – Community Pharmacist

Sid Dajani – Community Pharmacist.

09/71 Matters arising not specifically included on the Agenda

09/53 HAG

There has been no significant progress to date. The DH has failed to recruit a project manager and the post has been re-advertised. Beth Taylor was disappointed at the slow progress of this work and suggested that the Board write to DH stating these concerns.

The English Pharmacy Board agreed:-

- (i) the Chairman will write to the DH raising our concerns over the slow progress associated with HAG. The letter should contain a list of the names of all the Board members in addition to the Chair, and be copied to Felicity Harvey at DH.
- (ii) an open letter should also be posted in the PJ.

Beth Taylor asked that Gail Curphey be recognised for the work she has undertaken on HAG.

Regarding the Vascular Checks competency & training framework – HAG would be revisiting their draft specification in the light of work already completed on competency and training in this area by Lloyds and Pfizer. A representative from Lloyds and Pfizer will be attending the next HAG meeting

09/53 London Olympics 2012

David Mottram agreed to circulate a progress report to Board members.

David Mottram called for the name of a lead person from the Society to replace David Pruce. It was agreed that this lead person should be chosen from the regulatory side of the Society.

The English Pharmacy Board agreed:

- (i) that Howard Duff would discuss the issue of selection of a lead person from regulation with Jeremy Holmes and report back to David Mottram.

09/59.1 Guidance on Sectoral Places for the National Pharmacy Boards Elections 2010

It was reported that Council had agreed at their meeting that they would not suspended the Standing Order to revisit this issue as there was no new evidence to be considered. The Chair reassured the Board that this issue will be resolved for the new election procedures, post 2010. It would then be the responsibility of the Assembly to debate this issue further as they see fit.

09/60 Medicine Use Reviews (MURs)

The Chair reported that recent evidence indicates that the number of MURs carried out has increased by 47% in the year to March 2009. There are now 83% of pharmacies carrying out MURs compared with 73% last year.

09/64.4 NHS Pathway Governance Group

Anne Joshua has agreed to be the Society representative on this group and she will report back regularly on the work/decisions/issues from the meetings. The Board agreed to be proactive by feeding information to Anne for a two way dialogue at the meetings. It was suggested that the Board nominate a lead person for this work stream after the elections.

The English Pharmacy Board agreed:

- (i) the Chair to suggest a new Board member to fulfil the lead role after the elections.

09/72 Local Practice Forums

Richard Daniszewski tabled a spreadsheet of proposed LPFs within SHA boundaries. This information has been based on the intelligence collecting exercise undertaken by the Board and Amanda King and her team. Richard welcomed feedback to the spreadsheet which could be accessed on the Sharepoint site. Some Board members raised concerns regarding rushing this process, they felt the engagement strategy should be mapped to the activity. There was some concern regarding the "tone" of the communications. Communications should focus on localising, decentralising, pushing out and listening to members. Members may have been overwhelmed by information. The Board suggested a succinct communication sheet – 1 side A4. Communication also needs to include messages regarding the success of LPFs and how change is inevitable. Future funding for Branches and LPFs is also an area of concern; there was a consensus from the Board to give careful consideration to this issue. It is important to relay the message to Branches that future events must come under the banner of an LPF even if arranged by the Branch.

The English Pharmacy Board agreed

- (i) A succinct communication sheet (1 side A4) on LPFs to be co-authored by Richard Daniszewski and Amanda King.
- (ii) Beth Taylor offered to help with further work regarding setting the LPF boundaries in order that this should not be rushed and members' views are considered.

South East

Due to the vast geographical area of the south east some problems were being encountered. There was a need for greater flexibility regarding LPF boundaries and the funding model. It was agreed that this discussion would be taken outside of the meeting with Steve Wicks, Richard Daniszewski and Amanda King.

09/73 Key Objectives 2009

Howard Duff informed the Board that this would be the last time this document would be presented to the Board.

It was noted that in spite of the PIE white paper commissioning was a problem in that it was not uniform across PCTs. There is little evidence supporting the reasons for these inconsistencies (see item 09/81).

Catherine Duggan reported that the Next Stage Review was no longer a “hot topic” but it does fit in with the HAG work and the Board needs to keep a watching brief on this issue.

QUIP and the PJ article “win win win” Graham Phillips enquired whether the Board had responded to the New Deal for Pharmacy consultation by the DH.

The English Pharmacy Board agreed

- (i) Howard Duff would report back to Graham Phillips regarding our response to the New Deal for Pharmacy consultation.

Pharmacy Order – another consultation around procedures for Education for pharmacists and pharmacy technicians has been launched. The closing date for this is February 2010. Steve Wicks said there is a need to transfer the standards into practical guidance particularly in terms of accreditation.

The English Pharmacy Board agreed

- (i) Heidi Wright would circulate this consultation to the GPhC response working group for comments.

Public Affairs – Charles Willis is targeting prospective parliamentary candidates who are most likely to influence policy in future government.

Snipping/OPD campaign – In discussion with NPSA on this issue. A stakeholder event is being planned.

RCGP joint working – RCGP have not yet announced their intent of joint working with pharmacists. Board members are encouraged to influence their networks to respond to this consultation. LPF members should also be influenced to respond to this consultation.

The English Pharmacy Board agreed:

- (i) If the timeframe for this response allows the Chair will take responsibility for enabling this consultation to be circulated to the LPF networks.

Locum information template – A survey of 10 questions has been disseminated to locum agencies, talking to superintendents and NPA. It is hoped that a national SOP template can be developed following on from this information gathering exercise. Steve Wicks raised concerns around generic SOPs being open to legal challenge and suggested seeking legal guidance for SOPs. Heidi Wright to note these concerns. Barcoding – A meeting was held with the NPSA last week. It was agreed that a stakeholder event be held at the Society early 2010.

EPSR2 – Howard Duff attended a meeting with CfH. 17 PCTs are currently able to host pilots and many more are in the process of being set up. The Board is to keep a watching brief on the pilots as they progress. Board members thought that EPSR2 was an important initiative and where possible we should influence and not be reactive.

09/74 Meetings attended by EPB members

09/74.1 Healthy Living Pharmacies

Graham Phillips reported that he is awaiting the minutes of the last meeting, but said the project is well led and exciting.

09/74.2 Public Health Leadership Forum (PHLF)

A webinar is due to be held in January – representatives from DH will be invited.

09/74.3 NHS Alliance Conference

Heidi Wright reported that we had a successful stand at the conference and she felt for the first time interest was shown in pharmacy by commissioners.

09/74.4 GPhC Contacts

The Chair reported that he had presented at the GPhC Council induction on various sectors of pharmacy, eg veterinary, primary care, industry, to ensure the new Council members have a good understanding of pharmacy roles – some pharmacy roles were missing from the induction and the GPhC has been informed of this.

The English Pharmacy Board agreed

- (i) to invite either Bob Nicholls or Duncan Rudkin to a future board meeting as soon as possible.

09/75 Transitional Working Group Update for Board Members

09/75.1 Transition from programme to operation

Steven Coggins presented on this subject. It was agreed that the updated version of the presentation would be sent to board members. There was some discussion around the business planning process. Jeremy Holmes explained that this process was underway and would be presented to RMC and signed off by Council. There may be some revision to this plan when the new Boards and Assembly are in place as they may prioritise and allocate funding differently. Some members were concerned with maintaining the balance between raising and spending funds for the PLB. Jeremy Holmes said the Board would have a role to play in marketing the organisation and suggested that the Head of Marketing describes the marketing strategy to the new Board. The Chair was confident that the business planning process was in place and reaffirmed that at this stage the Boards did not have fiduciary or financial responsibility.

Catherine Duggan informed the Board that as she is unable to attend the next TWG meeting on 7th December and thereafter will be taking up a position at the Society and due to a conflict of interest would not be able to remain a member of this group. Richard Daniszewski offered to fulfil this role as he has been acting as deputy for some time.

The English Pharmacy Board agreed

- (i) an updated version of the presentation should be circulated.
- (ii) Richard Daniszewski replaces Catherine Duggan on the TWG.
- (iii) Head of Marketing, Patrick Stubbs, explains the marketing strategy to the new Board.

09/75.2 PLB Commitments – Board responsibilities

James Taylor presented on 2nd 100 day commitments. The Board members were invited to submit their comments directly to James at james.taylor@rpsgb.org. Board members said they would like further discussion on this at the forthcoming Strategy Day, as they did not feel ownership of these commitments. Discussion continued on finding ways to communicate our successes to the membership.

09/75.3 Board Update on CPD and Advanced and Specialist Practice

Carol Evans presented on the above (presentation to be circulated by YD). David Mottram raised the issue of including LPFs in this work as they will be the delivery mechanism for these services. Carol Evans assured the group that LPFs would be included in the implementation phase which would be the subject of a further meeting of the Advanced and Specialist working group on 26 Nov 09. Gail Curphey raised the issue of potentially merging HAG into this work if the National approach which was being worked on did not come about. Discussion continued around how this work would consolidate the profession by having a core curriculum with the add-on for specialisms. The GPhC at this stage would not regulate specialisms, apart from prescribing. Jeremy Holmes said that as

a point of principle, with risk based regulation, the GPhC and CHRE should not be looking at regulating specialisms in the future, this would be for the Professional Body to administer.

The English Board Agreed

- (i) any points in relation to the presentation could be made to Carol direct at carol.evans@rpsgb.org.

09/75.4 Update from Board Chairs and Vice Chairs meeting

Some Board members have raised concerns regarding the new governance model proposed for the PLB particularly around “cabinet responsibility”. The wording around this issue is proposed to change from:-

“Where a member of Council feels compelled publicly to oppose a Council policy, the Council should be informed in advance. The member of Council may then express his or her personal views on the matter but, in so doing, must first explain the Council policy and the reasons for the Council’s decision.” (Current position).

to

“A member can require their dissent to be recorded, but this does not absolve them from collective responsibility. Any member who wishes to avoid such liability, or who wishes to oppose the decision through other means (eg through publication or in other forums) should resign.”

Michele Savage reported to the Board that this issue has been debated by the Boards, the Role and Remit of the Boards meetings, TWG and safety checked by the Governance committee. All agreed with the “Cabinet responsibility” principle but have agreed to a word change as follows:-

“A member can require their dissent to be recorded, but this does not absolve them from collective responsibility. Any member who wishes to avoid such liability, or who wishes to oppose the decision through other means (eg through publication or in other forums) should reconsider their position in line with the Code of Conduct.”

There was further debate around this issue, with some members in support to avoid fragmentation and undermining of the Board whereas others were opposed to this line of Governance and wanted the freedom to express their dissent from a collective decision. The Board was therefore split on their decision. Michele Savage to feed this debate back into the work she is doing in this area.

09/76 Update from the Communications Working Group including Public Affairs

This item was covered under item 09/73 – Key Objectives 2009.

09/77 GPhC Standards Consultation Response

This item was partly covered under item 09/73 – Key Objectives 2009 – Pharmacy order.

Heidi Wright reported that the 1st paper was now ready to go to Council after good email feedback from the Board members.

The 2nd paper with detailed answers required responses to be with mike.beaman@rpsgb.org by 2nd December. This draft paper will be ready by 4th December which will enable legal counsel to be sought if required. Board members were asked to respond in their areas of expertise where possible. Board members asked if it was feasible to gather responses outside of Board Members. Heidi Wright informed the board that she was looking at running a survey with Lyndon Braddick. Heidi Wright will circulate all information to the Board members as soon as possible with a timeline (see timeline below for information):-

Paper to Council on 20th Nov
Draft answers to questions by 24th Nov
Staff to collate responses to questions from their Board members and share
Seema Agha to contact Society lawyers in relation to seeking legal Counsel
Second draft of answers by 4th Dec
This second draft will go to legal counsel if required (Seema Agha to write briefing paper for legal council and help frame questions and requirements - this will cost around £3,000)
Legal advice received by 21st Dec
Legal advice informs 3rd draft of answers
3rd draft discussed at working group meeting during the first week of Jan
4th draft is finalised by 8th Jan
4th and final draft is signed off by NPB chairs (subject to agreement by December Council) by 11th Jan and submitted on 12th Jan

Seema Agha said that she will be meeting with the Society's legal adviser to resolve some of the issues around the standards.

The English Pharmacy Board agreed:

- (i) Heidi Wright to circulate information to Board members for their responses as soon as possible regarding the 2nd paper,
- (ii) Responses will be collated by Mike Beaman at mike.beaman@rpsgb.org
- (iii) Heidi Wright to investigate the feasibility of gathering responses from a wider population. Heidi Wright to discuss this with Lyndon Braddick.
- (iv) Board members are free to seek input from their own networks to inform their responses.

09/78 Procurement of Specials guidance

This guidance is not yet ready for sign off as further comments from PSNC need to be incorporated. Heidi Wright is to incorporate the comments from PSNC and then send guidance to the Welsh Board for agreement. Heidi advised that it is important for this guidance to be signed off and issued as it is part of a package which includes toolkits etc. Following this process of approval the Board agreed that the Chair could then sign this guidance off.

The English Pharmacy Board agreed

- (i) Heidi Wright to circulate guidance and background documents for comments to her by 7th December 09.
- (ii) Chair to sign off this guidance once the above process has been completed.

09/79 Accreditation of pharmacies

This item was not taken at this meeting; it will be an agenda item at a future meeting.

09/80 Workforce issues, pre-registration graduate placements availability

The Board was concerned with the lack of places and felt this was an area of concern. It was agreed to keep a watching brief on this issue. The Board agreed to collect evidence and data in support of this problem. Any comments or data on this subject are to be forwarded to Howard Duff. The President of the BPSA agreed to send an email asking students if they had encountered problems when seeking placements.

The English Pharmacy Board agreed

- (i) to collect evidence (where possible) re the lack of placements and submit to Howard Duff.
- (ii) The President of the BPSA to send an email to students re this matter and submit feed back to Howard Duff.

09/81 Commissioning Services for Community Pharmacy

Heidi Wright to circulate the 1st draft report from PACT on high impact changes on PCTs/SHAs as soon as she receives it. Rachel Wilkinson (Pharmacy in England joint project co-ordinator) has developed a questionnaire on commissioning and is taking it to a selection of PCTs in England for their responses. The Board suggested that these responses were checked with LPCs, where possible, to get a true picture of the underlying problems affecting commissioning such as the funding issues some PCTs are experiencing which is having a knock on effect.

The English Pharmacy Board agreed

- (i) to revisit commissioning at a later date once the report by Rachel Wilkinson has been completed.

09/81 Pharmacist Supply of Gluten Free Foods

The English Pharmacy Board agreed

- (i) to support the initiative around gluten free services being provided from pharmacy and endorse a submission to QIPP.

09/82 Branch Observers Feedback 2009

The English Pharmacy Board noted paper 09.11.EPB.08.

09/83 NICE 23rd Wave of Clinical Guidelines

The English Pharmacy Board agreed

- (i) Heidi Wright is to distribute to Board members the complete list of NICE clinical guidelines for information in addition to paper 09.11/EPB/09 which sets out the guidelines for which the RPSGB will register as a stakeholder.

09/84 Any other Business

09/84.1 Strategic Planning and Agenda setting

Concerns were raised that the agenda for this meeting did not meet the strategic objectives of the Board. Some members felt that transitional issues such as the appointment of the new CEO, the work of the TWG, business planning for the new organisation, branding, developing high level principles for engagement with GPhC, issues associated with BPC, transition from Council to Boards and Assembly, should have been subject matter discussed at this and future meetings. It was suggested that the next Board meeting on 13 January should be devoted to reflection on the past and ways of working for the future. The Chair reported that many of these issues have been discussed in other forums such as the TWG and the Role and Remit of the Boards meetings, where the EPB is represented by the Chair and Vice Chair. The Chair has also been on the selection panel for the appointment of the new CEO and reported on the progress and process for this appointment, which should be completed by Christmas.

The English Pharmacy Board agreed:

- (i) a brain storming session be held at the end of this meeting to gather ideas on strategic objectives to be discussed and worked on by the Board. These ideas will be further distilled at the next Strategy day, where weightings will be applied, the outcome of which will be a list of priorities and a process for execution. Email to be sent to the Board by YD to secure a date for a strategy day in December 09.

09/84.2 Guardian Careers Web Conversation

Margaret Morgan (Communications Manager) called for nominations for a panel member for the Guardian Careers Web conversation to be held on Monday 30 November 2009 between 1 and 4pm. Sid Dajani offered to attend.

The English Pharmacy Board agreed:

- (i) Sid Dajani is to attend the Guardian Careers Web conversation on 30 November 2009.

09/84.3 Cumbrian Floods

The Chair raised concerns over how pharmacists were coping under the recent flooding conditions in Cumbria, and suggested an email of support be sent from Amanda King to the relevant areas.

The English Pharmacy Board agreed:-

- (i) to send an email to the Branches in the affected areas offering real and emotional support. *Please note:* In fact the Membership department already had this matter in hand.

09/85 Next Meetings

English Pharmacy Board

Wednesday 13 January 2010

Communications Working Group

The meeting on 9th December has been cancelled due to the EPB Strategy Day taking place on this day.

EPB Strategy Day – December 2009

9th December 2009 in the Novotel – commencing at 10.15am

09/86 Close of formal meeting

The Chair thanked everyone for attending and closed the meeting at 3.40pm.

09/87 Brainstorming Session on Strategic Objectives of the Board

See item 09/84.1

A brainstorming session was held after the close of the formal meeting. A list of outputs from this meeting is attached as Appendix A.

**Brainstorming session on strategic objectives
25 November 2009**

Appendix A

Sid Dajani

- **Budgets**
- **Business Plan**
- **How structure will change from now to Assembly**
- **Staff structures**

Martin Astbury

- **Nothing to report**

Tughra Mehmet – Observer

- **Engagement**
- **Going direct to members through Pharmacy Professional and the PJ**
- **Exploit our activities**
- **Help people set up localities**

Graham Phillips

- **EPB involved in key strategic objectives and influence them.**
- **LPFs workload and support – need to work on resource**
- **Relationships – retention strategy - independent pharmacists and locums**
- **BPSA relationship**
- **Academic scientists and Technicians – relationships**
- **Branding discussion – single brand identity**
- **Chief Executive recruitment – no discussion at Board level**
- **TWG – reps can be empowered with our ideas**
- **Joint meeting of Boards to agree work of Assembly – strategy**
- **Assembly to underpin Boards**
- **For Wins – no response is disappointing.**
- **Celebrating success**

Steve Wicks

- **Getting framework in place giving clear sense of accountabilities and responsibilities.**
- **Complicated Governance structure – who does what? Need to get this sorted out – needs to be joined up**
- **Legal and financial question**
- **Who is accountable – CEO or others**
- **Assembly is beginning to assume the mantra of Council – Boards should not be at the bottom they are important**
- **Boards will have responsibility to deliver what members have paid for**
- **LPFs should satisfy a need – if they don't we should take corrective action**
- **Need to set ourselves clear goals bedding down LPF fundamental and setting out deliverables**
- **Interested in the assets – who is responsible**

Jonathan Buisson

- **Branches to LPFs – manage the transition – make sure some are up and running**
- **Supervision – big problem – be prepared**

- **Pandemic**
- **Flooding – how can we demonstrate we are responsive**
- **Disconnection – need to engage**

Gail Curphey

- **IT strategy for the new organisation – virtual networks, sharepoint, website – what will it all look like – will it be easy to use?**
- **3rd parties – where are we with this work – should it be promoted or has it gone away (this body lacks friends)**

David Miller

- **Credentialisation**
- **Specialist practice**
- **QPC**
- **White paper**
- **Accreditation**
- **NPC**
- **Work place pressures**
- **Patient safety**
- **CfH**
- **Qualifications and students**
- **Leadership**

Seema Agha

- **Governance issues**
- **Collegiate approach**

Beth Taylor

- **Conscious of LPFs – listen to members**
- **IT – important for disengaged**
- **IT – must be a product people want to use**
- **IT must be locally adaptable**
- **CPD will hook people in but we need to provide support for this**