

GHP

Guild of Healthcare Pharmacists
Subject to confirmation



**MINUTES OF THE 76TH GENERAL MEETING OF THE
GUILD OF HEALTHCARE PHARMACISTS SECTION OF MSF. HELD ON
SATURDAY, 16TH APRIL 1999 AT THE BRISTOL MARRIOTT
HOTEL**

CHAIRMAN: Mr. P. Cooke (President)
36 members in attendance

1. PRESIDENT'S OPENING REMARKS

The President welcomed colleagues and introduced those on the top table. He introduced Roger Kline, National Secretary for the Health Sector within MSF.

He reminded the meeting of the procedure to be followed at the General Meeting.

The Meeting heard that a number of colleagues had died over the past year. They were Geoff Roberts, Harry Gibbor, Arthur Marston, C. H. Preston Robinson, Janet McCabe and John Baker. The meeting stood in silent remembrance of these colleagues.

The President made further announcements noting additions to the agenda to include Rule Changes, and Roger Kline National Secretary for Health in MSF; to congratulate Helen Remington on her contribution to the Crown report and her membership of the RPSGB Council; to report that "New Ways of Working" will be reviewed in June 1999; the Guild web site is being developed.

The President also announced the resignation of Mr. R. Timson after 23 years of Guild Council membership, holding the positions variously of President and Chair of Staff Side Pharmaceutical Whitley Council. The meeting thanked R. Timson for his contribution.

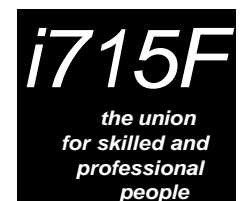
2. MINUTES OF THE 75TH GENERAL MEETING

Minute 1: para 6 should read "GHP remains committed to contributing to the Hospital Pharmacists Group Committee and is represented on it by Sheila Maltby.

Minute 8: para 2; replace 'would be circulated in due course' with 'had been circulated to Guild Council.

It was proposed, seconded and agreed that the minutes, amended as shown, be accepted.

Section General Secretary: Gerry Looker
Unit 1, Pelham Court, Pelham Road, Sherwood Rise, Nottingham NG5 1AP.
Telephone: 0115 960 9100 Fax: 0115 985 6015
Professional Secretary, Ian G. Simpson
Comerways, Beechey Avenue, Old Marston, Oxford OX3 0JU
Telephone & Fax: 01865 202304
Administrator, Carol English
MSF, 40 Bermondsey Street, London SE1 3UD
Telephone: 020 7939 7000 Fax: 020 7403 2979 E-mail: englishc@msf.org.uk



3. EDUCATION AND SCIENCE COMMITTEE REPORT

Mr. R. McCartney, Chair of the Education and Science, presented his report. He drew attention to the committee's closer working with the BPSA and announced that C. Cairns has produced a document on hospital pharmacy vocational placements.

Dr. G. Lee had resigned from the committee and Council due to a change in employment. The Chair expressed his appreciation for the contribution that Dr. Lee had made.

It was proposed, seconded and **agreed** that the report be accepted.

4. PRACTICE COMMITTEE REPORT

Mrs. S. Maltby, Chair of the Practice Committee, presented her report. It was reported that the NHS White Paper on Clinical Governance "A First Class Service", had raised many areas of work for Council and Practice committee and had resulted in increased links with the RPSGB Hospital Pharmacy Group.

Mrs. Maltby also reported that the provision of secretarial support to the committee by agency staff had not been successful and that the RPSGB would be approached to see whether they knew of any agency which could particularly be recommended.

It was proposed, seconded and **agreed** that the report be accepted.

5. ORGANISATION SECRETARY'S REPORT

Mrs. G. Arr-Jones, Organisation Secretary, presented her report. She announced that the revised "Red Book" was to be launched at the Group Secretaries Day in June 1999, and that the 1999 GDM arrangements were being adjusted to allow greater involvement of the membership.

It was proposed, seconded and **agreed** that the report be accepted.

6. ROGER KLINE. NATIONAL SECRETARY FOR THE HEALTH SECTOR. MSF

R. Kline began by giving an overview of how MSF views the reforms in the NHS and how we should be prioritising our responses. He highlighted -

- MSF has good access to Government Ministers and Civil Servants.
- The "Working Together" document reflects MSF policy.
- In Primary Care MSF is making a determined effort to ensure that Primary Care Groups are not built solely around General Practitioners. There is likely to be a move away from GPs independent contractor status within PCGs, but not all GPs are happy with the prospect.
- Guidance on PFI is expected. MSF Scientific, Professional and Technical groups of members should be excluded from PFI and market testing.
- MSF has had some success in displacing trust chief executives who are not operating in the spirit of the new NHS.
- On the subject of pay, MSF's central goal is that all MSF health professionals should be included in the new Pay Review Body. The House of Commons Select Committee has already been persuaded that this should be so.
- MSF policy is that it sees itself as being the guardian of best policy in the NHS, while feeling free to criticise where appropriate.
- Staff shortages and skill mix are seen as a challenge in pharmacy, as is the imbalance of representation of ethnic minority staff.

- MSF has a federal structure amongst its health sections but it was emphasised that the structure must be seen to be more than the sum of its parts.
- The main challenge for the Guild is to recruit a greater percentage of the profession into the GHP.

7. **ORGANISATION. TERMS AND CONDITIONS COMMITTEE**

Mr. R. Pate, Chair of the Organisation, Terms and Conditions Committee, presented his report. He highlighted the discussions around pay, terms and conditions in the NHS and noted that a large proportion of the committee's time and energy has been taken up in these negotiations.

The GHP has submitted evidence to the House of Commons Health Select committee on recruitment and retention problems in hospital pharmacy. 70 trusts responded to a call for evidence to support the problem of recruitment and retention and the Department of Health has now acknowledged that there is a problem.

The Agenda for Change paper has provided a very busy programme for the committee and the General Whitley Council Staff Side members.

Negotiations on pay continue and members will be kept informed of progress and consulted as and when necessary.

Members were reminded of the lobby of Parliament on 22nd April and encouraged to attend. It was proposed, seconded and **agreed** that the report be accepted.

8. **INTERNATIONAL COMMITTEE REPORT**

Mr. P. Cooke, Chair of the International Committee, presented his report. It was proposed, seconded and **agreed** that the report be accepted

9. **SECTION GENERAL SECRETARY'S REPORT**

Mr. G. Looker, the Section General Secretary, presented his report. It was proposed, seconded and **agreed** that the report be accepted.

10. **PROFESSIONAL SECRETARY'S REPORT**

Mr. I. Simpson, Professional Secretary, presented his report.

It should be noted that in the last sentence of the 4th paragraph on page 20 of the annual report "European Union Committee" should be replaced with "Council of Europe Committee".

The Professional Secretary highlighted improvements in communication with Council and Group Secretaries through the use of improved information technology equipment and the use of multi-fax. Collaboration and closer working with other organisations is increasing. It was proposed, seconded and **agreed** that the report be accepted

11. **TREASURER'S REPORT**

Mr. G. Wilson, the Treasurer, presented his report.

It was proposed, seconded and **agreed** that the report be accepted

12. EDITOR'S REPORT

Mr. P. Evans, the Editor, presented his report which appeared as an addendum to the published annual report.

The Editor apologised for the fact that his submission had been late and reported that the text for the next issue of Guild News was with the publisher.

It was proposed, seconded and **agreed** that the report be accepted

13. PROCUREMENT & DISTRIBUTION INTEREST GROUP REPORT

Mr. H. Tebby, Chair of the Procurement and Distribution Special Interests Group, presented his report.

It was proposed, seconded and **agreed** that the report be accepted

15. ATTENDANCE REPORT

It was proposed, seconded and **agreed** that the report be accepted

16. RULE CHANGES

Mrs. G. Arr-Jones, Organisation Secretary, presented the proposed rule changes.

Rule 18. The four proposed changes were carried. Rule 19. The proposed change was carried. Rule 20. The proposed change was carried. The amended rules are set out below:-

"18. Ballot papers for election of National and District Members of Council shall be issued to each member entitled to vote in the election not less than 21 days before the date of declaration of the election results. If the number of candidates is equal to or less than the number of seats which fall vacant at the end of the two-year term, there shall be no ballot, and the candidate(s) shall be declared elected. If the number of candidates is greater than the number of seats which fall vacant at the end of the two-year term, a ballot of members entitled to vote shall be held. All eligible members may vote for candidates nominated for election as National Members of Council. In addition members of Guild Groups in a particular District may vote for candidates nominated for election as District Member of Council for that District. Ballot papers must be returned to an independent scrutineer in a sealed envelope bearing the member's signature and the name of his Group not later than 3 days before the date of declaration of the election result. The independent scrutineer shall be responsible for determining the votes cast. The ballot shall be conducted by the procedure known as the single transferable vote.

"19. The Council at its meeting next following the Annual General Meeting shall elect from its members a President, Vice-President, Editor, Chairmen of the Education & Science Committee, Practice Committee, and Organisation, Terms and Conditions Committee, together with such other Officers as it deems necessary. These Officers shall hold office for one year and shall be eligible for re-election. In the event of an Officer resigning or

being unable for any cause to continue in office the Council may immediately appoint from its own members an Officer to fill the vacancy. The Council may at any time remove from office an Officer by resolution of the majority of members of the Council present and voting at a meeting of the Council.

"20. Any casual vacancy occurring in the Council may be filled by a Council decision to co-opt. If the vacancy occurs during the first year of the two-year term of office, the remaining part of that year may be filled by a co-option until the next Annual General Meeting. At the next Council meeting following the AGM, the second year of the two-year term of office may then be filled by a co-option of

- i) the previously co-opted member, or
- ii) the candidate in the most recent election process who was unsuccessful but received the next highest number of votes, or
- iii) another member.

In any of the three cases the co-opted member shall hold office until the next Annual General Meeting.

If the vacancy occurs during the second year of the two-year term of office, the remaining part of that year may be filled by a co-option of

- i) the candidate in the most recent election process who was unsuccessful but received the next highest number of votes, or
- ii) another member.

In either case the co-opted member shall hold office until the next Annual General Meeting."

17. DECLARATION OF MEMBERSHIP OF COUNCIL

No election was necessary. Malcolm Partridge and Tony West were successfully nominated as new National members on Council. Bob McArtney, Don Page and Simon Riley were returned as National members of Council. The following members were returned unopposed as District Members: Jim Bannerman (Scotland East), Kathryn Bethune (London North), Raj Gokani (Mercia), Peter McKenzie (Northern), Colin Rodden (Scotland West), Ann Slee (North West/Mersey) and Gerry Wilson (Wales), There remains a vacant district members seat in the East Midlands.