

**BOPA Executive Committee Meeting
Monday 9th July 2018 12.00 till 14.00
Minutes**



Number	Agenda Item
17/18-095	<p>Formal start of meeting In attendance: SW, RD, KW, EF, RA, NC, SD. Apologies: OC, CB, PC, EG, IE, BT, FM, SM.</p>
17/18-096	<p>Minutes of 14th May - approved Minutes of 13th June – approved Both uploaded onto website.</p>
17/18-097	<p>Matter arising from Emails not covered by Standing Agenda items</p> <p>All to have a look at action log. ACTION: ALL Please suggest time lines for actions with this missing. Any actions please inform SW by email.</p> <p>Are we happy for action log to go onto website. ACTION: ALL to inform SW by email if happy for this.</p> <p>a) Evidence based series request: Request from a company ebn health. ?Are we interested in working with them – they write text books. They would like to do some oncology pharmacy books with BOPA. They can present over the telephone. Committee agreed that we are interested but needs to fit into current priorities. Need to set a task and finish group and find out more if interested. Need to make sure about responsibilities around sponsorship and who is responsible if failed to deliver. ACTION: SW further discussions to understand the finer details and small print needed. No commitments to be made.</p> <p>b) NCRI conference stand offer (1350+Vat). Asked if BOPA wanted a stand. SW and RD on behalf of committee decided that it was not something to invest in at this time.</p> <p>c) LCA Drug Monographs/resources. On work plan from beginning of year. BT sent through email to consider. BT through Royal Marsden partner have the monographs are updated. Should we badge as a BOPA resource? Need to have BOPA website up to date so we can host it. London Cancer Alliance Website time limited. Discussion on if BOPA has more possible more of a co-ordination role. Standardisation of how chemotherapy is administered across the country. BOPA can support and endorse but need commissioners to buy in, however might not be their priority due to resource issues. BOPA need to support and endorse the standardisation of administration. Also need to update LCA workbook.</p> <p>ACTION: EF to email out workbook and passport and sort via email group. ACTION: SW to feedback to BT that happy to support but need more information on what is expected/wanted for getting to the stage to have national protocols. ACTION: Task and finish group needed. To involve EF, NC & BT</p> <p>Need to check with SM about Scotland’s position. BOPA could publish word documents for Hospitals to then use.</p> <p>d) Adoption of Australian off protocol prescribing guidance. Email from PC sent to committee before, Need pharmacists to feel empowered to challenge off protocol prescribing (after incident). Used to do this at networks. Should BOPA state to NHS England that we should do this again – maybe for alliances? Part of peer review standards but not carried out as before. Local governance issues. BOPA to do position statement around this.</p>

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	<p>ACTION: SW & PC to discuss offline to come to committee for approval (including SM).</p>
17/18-098	<p>Committee Governance</p> <p>a) Election and Technician Rep: Going out for election. One space for Carl and need to recruit a tech. Two spaces on the committee going. ACTION: PC</p> <p>b) BOPA ambassadors proposal: Steve using an idea from UKCONS. Old committee members given this title who are active for BOPA and can be used as reps where the committee cannot make this. Formally represent the organisation but not a full committee member. Agreed in principle. ACTION: SW to work on brief and email to all for comments on how to do this/award this.</p> <p>c) Fellowship Process: For approval by committee. One or two a year, no obligation if no nominees. Proposal shared prior to meeting by Seonaid. ACTION: Seonaid and Steve to take forward. Needed for symposium 2018.</p> <p>d) Membership for low income country pharmacists: Deferred to next meeting as need more information on our finances. Several issues: check if pharmacist, reduced fee. Few challenged. ACTION: SW to put on work plan. More research needed. ACTION: Emma F to take forward</p> <p>e) Committee SOP's List: Summary SOP list on Dropbox and different folders. If committee started to write SOPs to write name in summary. ACTION: SW and NC to nominate committee members to write a SOPs. To set up TCon to take this forward. ACTION: all to write the SOP – template on Dropbox that everyone can use.</p>
17/18-099	<p>Treasurer& Financial Business (Succinct not on call)</p> <p>a) Update on Current position</p> <p>Finances were discussed as to how much we had in each account. WhyHealth have sent more invoices regarding ASCO. ASCO have cost us approx £80K. Commitment from pharma is about £40K more monies coming in. Admin from ASCO about 40K. Once all invoices paid for WhyHealth (specification for ASCO was not as tight as needed) ASCO will cost BOPA £40K that we were not expecting due to pharma sponsorship not able to be used to cover direct congress costs and major sponsor (£30K commitment pulling out) Finally, did not take into account the VAT factor! Therefore RD noted not in a great financial place. Annual running costs are about 40K and we need to pay Succinct 15K to manage the membership for next year. Lots of learning from this. Need to make sure that the limited money we have left we use very wisely. Clarified for future need food and drink limit to go in SFIs.</p> <p>Noted contingency in Scottish Widows. Need to underwrite ISOPP. ISOPP could give us money to under write fellowships etc.</p> <p>ACTION: RD to update SFI's: SW to chase outstanding sponsors</p> <p>b) Other Business</p> <ul style="list-style-type: none"> • Agreed BOPA pays for accommodation of committee at conference. • Agreed to sending someone to ECOP (if have volunteer) • Did underwrite the introduction on oncology course this year. Good use of money as giving straight back to membership.

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	<ul style="list-style-type: none"> • Need to publish SFIs on website. ACTION: Put on website. Rob to give to SW to put on website. <p>Only Rob and Man-Chie as signatories. Need to check if FM to continue as Vice Finance Officer. ACTION: RD and SW</p> <p>a) Financial planning / prioritisation.</p> <p>At Sept TCON to go through financial planning and budget. Need everyone to give details to Rob on financials needed each year. Majority of this done.</p> <p>ISOPP 19 has to be a success to give BOPA a better financial position. Noted ISOPP19 will show if BOPA can make money from the conference and inform exec if worth pursuing risk share relationship in future for congress.</p> <p>Potentially to have a day meeting in London in December rather than stay overnight to reduce costs/time.</p> <p>To devote to TCON in September to finance. ACTION: RD</p>
17/18-100	<p>Membership / Succinct Secretariat Business</p> <p>a) 2018 Renewals Numbers Update (1038 individuals 14.06.18): Number is 816 paid members. Still chasing and more registering. Group scheme are still going through. Normally go up again near conference. Good number at the moment.</p>
17/18-101	<p>Symposium and Conference Sub group</p> <p>a) Update on actions needed and progress: Slide set shown from Succinct. Delegate numbers are very low but only been a couple of months. Only 14 delegates registered. As soon as abstract notification goes out will get more registering.</p> <p>ACTION: Committee to forward emails to colleagues and sub committees and for them to send out. (This is fine for GDPR). Also to use on twitter and Facebook etc. lanyards are sponsored this year.</p> <p>Abstracts have been reviewed and top 5 have been chosen. Discussions around additional sessions. Potentially 3 parallel streams on Friday – changed and updated in symposium agenda. Really good agenda! .</p> <p>b) JOPP advert/ ATMP request: NOT DISCUSSED</p> <p>c) ISOPP 2019 (Discussed in June)</p>
17/18-102	<p>Audit and Research Sub Committee Update</p> <p>a) Actions and Minutes of recent meeting – not discussed.</p> <p>b) Abstract Submission – Judging 06.07.18: Next year different and take on board the ISOPP titles. Audits this year quite disappointing. Nothing novel.</p> <p>c) AO fellowship hosting (BMS funding): Need more details on this – not discussed.</p>
17/18-103	<p>Community Pharmacy Sub Committee Update</p> <p>a) Actions and recent activity - Not discussed.</p> <p>b) Funding Locums: In principle would like to support but financially need to say to hold at the moment. Look at Sept meeting.</p> <p>c) Workplan for Group: circulated on mins. Not discussed.</p>

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17/18-104	<p>Education and Training Sub Committee update – update sent from BT on email.</p> <ul style="list-style-type: none"> a) Update on study filmed materials – looking at these and going through sessions. b) RPS Accreditation task and finish group – not discussed. c) BMT Package (email): Charley Clark taking this forward d) London Event (bursary speakers) – 2 webinars around this. e) Amgen request 13/14th sept (email) – running a meeting with Elaine Vickers and would like to know if BOPA can send out advert. We can share this but not endorse. ACTION: SW to share as a news item f) Critical appraisal study day PC (email) – not discussed. g) SOP to sign off – to defer to next meeting as not had time to read. ACTION: Sept meeting.
17/18-105	<p>Advocacy & Publications & Consultations Sub Committee</p> <ul style="list-style-type: none"> a) Actions and recent activity: Mins of face to face to be done. Slow starter but will pick up pace again. To organise a tele-conference meeting. ACTION: RA SOP for validation of speakers to be approved. ACTION: BT and IK. b) NMP Guidelines (discussion over ownership E&T or GAP). Should sit with GAP as professional guidelines. ACTION: GAP c) Verification Guidelines ACTION: SW to update this and give to GAP d) Consultations – not discussed
17/18-106	<p>Digital Sub Committee</p> <ul style="list-style-type: none"> a) Website Upgrade Spec: Digital group not off the ground yet but need to look at website and how to get it to work for us. Lots of limitations. Specification has been drafted. Sent to BT to look through. Need this level of detail which we did not have the Succinct Build of last website. ACTION: NC to send specification to all for comment. <p>Met with Broadcast last week. Can do payments on line rather than have this done manually. Social website as well as a static. When searching – will also pull out tags in documents and in forums. Brilliant function. Do we have strict members sections or allow non members to see the website but not be able to open documents/reply to forums etc?</p> <p>We don't need to re-brand. We need a rebuild the back end. Possibly into WordPress rather than Drupal. Need to go out to tender to approx. 5 or 6 website developers and see what they come back with and look at ones that develop for charities. Established companies. ACTION: NC</p> <ul style="list-style-type: none"> b) Digital Assets Update- Dropbox – in place. All committee has access. a) Social Media Training slides (NHS for Info) – not discussed
17/18-108	<p>Partnership and Representation (All) – not discussed</p> <ul style="list-style-type: none"> a) POP b) ESOP – ECOP conference 25-27/10 Oct France Is anyone going? ACTION: NC to try and go but issues with childcare. c) SOPPG /IPHOS - d) NHS England Chemo CRG (for info) e) UK Chemo Board: <ul style="list-style-type: none"> i. UKCB endorsement process ii. UKONS AO guidelines endorsement iii. Patient held book comments & endorsement

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17/18-107	Bursary Sub Committee – not discussed Wrap up report (deferred till September as need to survey membership)
17/18-109	2017/18 Log and Review of Actions – not discussed Deferred till August
	Dates for 2018 Meetings Mondays 12-2pm (T-Con unless stated) Monday 20 th August Monday 17 th September Dates for December annual meeting TBC