

Scottish Pharmacy Board Meeting

FORMAL BUSINESS

Meeting to be held on Wednesday 22 January 2020, at 44 Melville Street, Edinburgh, EH3 7HF.

The Board meeting will commence at 10:00 am in the Duncan Room.

Please note:

1. Board members are asked to advise Alex MacKinnon / Carolyn Rattray at least 48 hours before the date of the meeting if there are items, detailed as for information/noting, which may require discussion.
2. Oral presentations to the Board should not normally exceed 15 minutes, in order to allow adequate time for discussion. Where allocated time slots are less than 15 minutes, presentation time should be reduced accordingly to accommodate questions and discussion.

Item number and start times	Subject	Purpose	Related papers/ slides	Objective	Item led by
1. (10:00)	Welcome	For information	Verbal	Welcome and introductions to members and guests	Chair
2. (10:05)	Apologies	For information	Verbal	To note apologies.	Chair
3. (10:10)	Declarations of Interest	For noting	20.01/SPB/03	To note declarations of interest (either standing interests or interests specific to this meeting.	Chair

4. (10:15)	Minutes	For approval	20.01/SPB/04	To approve minutes from the SPB Formal Business meeting held on 25 September 2019. (Board members are asked to forward any amendments to CR / AMK in advance of the meeting).	Chair
5. (10:25)	Actions Log	For raising	20.01/SPB/05	To consider matters arising from the minutes of the Public Business meeting held on Wednesday 25 September 2019.	Chair
6. (10:35)	Elections	For noting	20.01/SPB/06	The Scottish Pharmacy Board (SPB) is asked to note the information around the NPB elections for 2020. The SPB is also asked to note the key dates and timings of the 2020 elections' process.	Alex MacKinnon
7. (10:35)	Science and Research Update		20.01/SPB/07	The SPB is asked to note the activity update from the Science and Research team.	Dr Colin Cable
8. (10:50)	Public Affairs Update	For noting and discussion	20.01/SPB/08	To receive a Scottish Public Affairs update and to note the draft plan for RPS in Scotland 2021 Scottish Parliamentary elections activity.	Helen Reilly
Refreshment Break (11:10 to 11:20)					
9. (11:20)	Board Members' report	For information	Verbal	To note an update on RPS related activities from Board Members since the September 2019 Scottish Pharmacy Board meetings.	Chair
10. (11:30)	GMS Pharmacotherapy Services and the profession - opportunities,	For discussion	Presentation	Sharing work progressed to date and exploring how the RPS can support next steps.	Graeme Bryson Pamela Macintyre Siobhan McGuinness

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	Challenges and solutions.				
LUNCH – 12:45 TO 13:30					
11. (13:30)	Business Plan 2020	Presentation and discussion	20.01/SPB/11 (TO FOLLOW)	The SPB is asked to consider and discuss a draft of the 'One RPS' Business Plan 2020 which contains the priority areas for Scotland and GB workstreams.	Alex MacKinnon
12. (14:15)	Workforce well-being campaign	For discussion	Verbal	The SPB is asked to discuss the way forward for the next steps of the RPS workforce well-being GB campaign.	Alex MacKinnon
Please be aware that items 13 to 17 (inclusive) contain sensitive business information and should be considered as such.					
13. (14:35)	Draft Budget 2020	For information and discussion	Presentation	To note and understand the budgetary implications of recent cost efficiency measures.	Alex MacKinnon
14. (14:50)	Update from the RPS President	For noting	Verbal	To receive an update on activities from the RPS President	Sandra Gidley

15. (15:00)	Update from the Chief Executive	For noting	Verbal	To receive an RPS update from the Chief Executive	Paul Bennett
Refreshment Break (15:30 to 15:40)					
16. (15:40)	Pharmacy & Member Experience update	For information	20.01/SPBC/16	To receive an update on Pharmacy & Member Experience activities.	Robbie Turner
17. (16:00)	Inclusion & Diversity	For noting	20.01/SPBC/17	To note current progress on the RPS Inclusion & Diversity workstream.	Robbie Turner
18. (16:15)	Education and Professional Support	For noting	20.01/SPB/18	To receive an update on workstreams pertaining to the RPS Education and professional development team.	Gail Fleming (Skype)
19. (16:35)	Any other competent business	For consideration And discussion	Verbal	Careers in Healthcare in Scotland – Advertising. Board discussion around the Healthcare.scot website which is advertising careers in healthcare, noting that pharmacists and pharmacy careers are absent. https://careersinhealthcare.scot/roles-in-healthcare/	Dr Brian Addison
20. (16:50)	Key messages	For decision	Verbal	SPB to agree key messages for video content from the meeting.	Helen Reilly
21. (17:00)	Date of next formal SPB meeting	For information	Verbal	SPB Board Day: Wednesday 29 April 2020, TBC.	Chair
Close of meeting: 17:00					