

ENGLISH PHARMACY BOARD

Meeting to be held on Tuesday 09 February 2010 from 0900-1530 at the RPSGB, Committee rooms 1 and 2, 1st floor

- Public Business will be held from 09.00-1430
- Confidential Business, will be held from 1430-1530

Agenda

Public Business

- 1. Adoption of National Boards Governance Handbook**
The handbook has previously been circulated but additional copies are available from the office on request (*Howard Duff, Director for England will take the Chair for this item*)
(10.02/EPB/01 attached – staff lead Yvonne Dennington, EPB Secretary)
- 2. Election of Chairman**
In order to elect the EPB chairman at this meeting the Board will need to resolve to suspend standing order 7.1 (page 45 of the National Boards Governance Handbook) (*Howard Duff, Director for England will take the Chair for this item*)
- 3. Election of Vice-Chairman**
To elect the Vice-Chairman of the English Pharmacy Board as detailed in Appendix G of the Handbook
- 4. Election of Assembly members**
To elect 5 members of the EPB to the Assembly as detailed in paper No 10.02/EPB.02 attached (*Staff Lead - Howard Duff, Director for England*)
- 5. Apologies for absence**
Graeme Stafford
- 6. Declaration of interests**
Declarations of interest should be made which could, or could be thought to, affect a member's performance of their Board duties.
(10.02/EPB/03 attached - Staff lead Howard Duff, Director for England)
- 7. Welcome to guests**
Branch observers
BPSA president, Gemma Donovan
LPF Facilitators: Martin Copland, Fareena Siddiqi, Lianne Denton
- 8. Minutes from the EPB meeting held on 13 January 2010** (10.02/EPB.04 attached)
- 9. Matters arising not specifically included on the Agenda**
- 10. National Clinical Assessment Service (NCAS)**
Update on how the NCAS service is working for pharmacy including the recent release of the report "Scoping of Possible Health Issues for pharmacists and feedback on the first community pharmacy reference case."
Lead Person - Bill Rial, Associate Director (Pharmacy) ,NCAS

- 11. Business Plan - Priorities for the English Pharmacy Board work programme**
For Board members to note the priorities for the EPB business plan (10.02/EPB/05 to follow) and to receive updates from the staff team – *staff lead Howard Duff, Director for England*
- 12. Ambition for Pharmacy**
Update on paper for Ambition for Pharmacy (Paper 10.02/EPB.06 to follow) -
Staff lead – Howard Duff, Director for England
- 13. Policy Governance Structure for the Professional Leadership Body**
Formal recommendation is to be made to Assembly on the governance of the RPS from the National Boards (Paper 10.02/EPB.07 and App 1, 2, 3 & 4 attached) *Lead person: Tony Ashmore, Policy Governance Consultant*
- 14. Alignment of Board members to Local Practice Forums (LPFs) and an LPF verbal update**

To inform Board members on the progress to date with LPFs and to align individual Board members to LPF regional areas. *Staff lead, Amanda King – LPF Manager*
- 15. Consultation Responses**
- 15.1 Generic Substitution – England only**
 - 15.2 Pharmaceutical Needs Assessment (PNA) – England Only**
 - 15.3 Strengthening the medicines supply chain – MHRA – GB wide**
Staff lead, Heidi Wright, England Practice and Policy Lead
- 16. Update on member facing IT initiatives**
Presentation on Customer Relationship Management, Website and Virtual Networks (Paper 10.02.EPB.08 attached)
Staff leads:- Victoria Bytel, Head of Membership; Mary Snell, On-line Manager; Jeff Lester, IT Consultant
- 17. Any other business**
- 17.1 Circulation of all National Board minutes to each Board.**
 - 17.2 Locum template – Update from Lindsey Gilpin**
 - 17.3 For information: Nomination of Pharmacist member of Council Member registered in England to the English Pharmacy Board** (page 34 of the National Boards Governance Handbook) – Council will make this nomination at a future date.
 - 17.4 Report on Commissioning of Services for Community Pharmacy** – Report is due to be finalised by end of February 2010. This item will therefore be raised at the EPB meeting on 24 March 2010

17.5 Process for appointing the lay member to the Assembly

TWG agreed that the process for appointing the lay member to the Assembly should be a combination of advertising and the names of potential appointees being submitted by national Board members for consideration by the NPB Chairs and EPB Vice-Chair. It is important that potential appointees have been approached prior to their names being submitted and have confirmed that they would be interested in the lay position on the Assembly

The closing date for names to be submitted is the 15th February. The appointment will then be made by the Chairs of the three National Pharmacy Boards and the Vice Chair of the English Pharmacy Board. An induction for Assembly members will take place on March 2 and the first meeting of the Shadow Assembly will be held on March 3.

18. Dates of next meetings

English Pharmacy Board Meetings

Wednesday 24 March

Wednesday 23 June

Wednesday 13 October