

## SCOTTISH PHARMACY BOARD

Meeting to be held on 13 April 2011 at Holyrood Park House, 106 Holyrood Road, Edinburgh EH8 8AS.

The Board meeting will commence at 10.30 in the Duncan Room.

### Agenda

#### PUBLIC BUSINESS

- 1. Welcome and Apologies**
- 2. Declaration of Interests**
- 3. Confirmation of Board Meeting Minutes – Wednesday 26 January 2011**  
Board Members to approve minutes from the previous Board Meeting on Wednesday 26 January 2011.
- 4. Matters Arising**  
Matters arising from the minutes
- 5. Chairman's Report**  
To receive an update from the Chairman of the Scottish Pharmacy Board on recent activities
- 6. CEO Update (Helen Gordon)**  
To receive an RPS update from the CEO.
- 7. Assembly**  
To receive an update from the Board's representatives on the Assembly.  
All Assembly papers are enclosed under confidential business for information.
- 8. Membership Renewals**  
To receive a headline update from Victoria Bytel on membership renewal numbers (presentation from Marketing to follow).
- 9. Scottish Pharmacy Board Business Plan Update**  
Alex MacKinnon and Iain Brotchie to update the Board on progress towards meeting the strategic objectives in the Board's Business Plan including communications (Item 11.04/SPB/13 & Appendix 11.04/SPB13-app1 Business Plan Tracker).

**10. Election Scheme Briefing**

To receive a briefing from Tony Ashmore on the Board Election Scheme (Item 11.04/SPB/14 & Appendix 11.04/SPB/14-app1). (to follow)

**11. Local Practice Forums**

Sara Fletcher to take the lead and give a verbal update on the establishment of Local Practice Forums (LPFs) in Scotland. A full update on the recent round of LPF meetings will be given.

**12. LPF Plan for 2011 / 2012**

To approve the LPF Plan 2011 (Item 11.04/SPB/15 & Appendix 11.04/SPB/15-App 1).

**13. Science and Practice Engagement Plan**

To approve the Science and Practice Engagement Plan to encourage partnership working with academia, industry and research establishments to support science and practice (Item 11.04/SPB/16 & Appendix 11.04/SPB/16-app1).

**14. Science and Research Update**

To receive an update from Dr Colin Cable on current projects being led by the Science and Research team.

**15. Scottish Pharmacy Board Representation**

To receive an update from Board members who represent the Board at various meetings.

**16. Medicines Safety Working Groups**

To receive an update from Alpana Mair, Alistair Jack and Fiona MacLean on the progress of each of the medicines safety working groups and to approve the amended Role and Remit of the Improving Pharmaceutical Care in Care Homes Working Group (Item 11.04/SPB/17 & Appendix 11.04/SPB/17-app1).

**17. Any Other Competent Business**

Members should inform the Secretary in writing at least 48 hours before the meeting of any matter that is to be raised under Any Other Competent Business.

**18. Date of Next Meeting**

Wednesday, 6 July 2011 at 10.30am.