

## SCOTTISH PHARMACY BOARD

Meeting to be held on 06 July 2011 at Holyrood Park House, 106 Holyrood Road, Edinburgh EH8 8AS.

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

### Agenda

#### PUBLIC BUSINESS

- 1. Welcome and Apologies**
- 2. Declaration of Interests**
- 3. Confirmation of Board Meeting Minutes – Wednesday 13 April 2011**  
Board Members to approve minutes from the previous Board Meeting on Wednesday 13 April 2011.
- 4. Matters Arising**  
Matters arising from the minutes.
- 5. Election of Chair**  
To elect the Chair of the Scottish Pharmacy Board in accordance with Appendix H (pages 30 and 31) of the Governance Handbook 2010/2011 (Item 11.07/SPB/21)
- 6. Nomination to the Assembly**  
To decide whether the Scottish Pharmacy Board's second nominee to the Assembly should be the Vice Chair.
- 7. Election of Vice-Chair**  
To elect the Vice-Chair of the Scottish Pharmacy Board in accordance with Appendix H (pages 30 and 31) of the Governance Handbook 2010/2011 (Item 11.07/SPB/21).
- 8. Election of the Scottish Pharmacy Board's Second Nominee to the Assembly**  
To elect or affirm the Board's second nominee to the Assembly, depending on the decision taken at Item 6.
- 9. Chairman's Report**  
To receive an update from the Chairman of the Scottish Pharmacy Board on recent activities.
- 10. CEO update (Helen Gordon)**  
To receive an RPS update from the CEO.

**11. 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 11.07.SPB/22 & Appendix 11.07/SPB/22-app1 Business Plan Tracker and Item 11.07/SPB/23).

**12. Local Practice Forums**

Sara Fletcher to take the lead and update on the progress of Local Practice Forums in Scotland (**Item 11.07.SPB/24 & Appendix 11.07/SPB/24-app1**).

**13. Online Social Networking Updates**

To receive an update from Michael Bonne (Networks Development Manager) on the development of the RPS virtual networks (**Item 11.07.SPB/25 & Appendix 11.07/SPB/25-app1**), and from Charlotte McClintock (Web Specialist) on the RPS Blog (**Item 11.07.SPB/26 & Appendix 11.07/SPB/26-app1**). Michael's update will be by video conference.

**14. Science and Research Update**

To receive an update from Dr Colin Cable on current projects being led by the Science and Research team (**Item 11.07.SPB/27 & Appendix 11.07/SPB/27-app1**).

**15. Medicines Safety Working Groups**

To receive an update from Annamarie McGregor on the activity of each of the Medicines Safety Working Groups (**Item 11.07.SPB/28 & Appendix 11.07/SPB/28-app1**).

**16. Scottish Pharmacy Board Representation**

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

**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 28 September 2011 at 10.30am.

**For Information**

The following items are circulated for information

**Agendas from the English & Welsh Board Meetings**

- English Pharmacy Board Meeting – 29 June 2011
- Welsh Pharmacy Board Meeting – 7 July 2011

**RPS Paper - Reducing workplace pressure through professional empowerment**