

SCOTTISH PHARMACY BOARD

Meeting to be held on 28 September 2011
at Holyrood Park House, 106 Holyrood Road, Edinburgh EH8 8AS.

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

Agenda

Local Practice Forums

10.00 Welcome and introductions

10.15 Introduction / overview from Sara Fletcher

10.35 Individual LPF updates

Leads from each of the Scottish LPFs to provide an update on events, activities, challenges, opportunities and successes.

11.00 Open discussion / debate

To include a discussion on the most advantageous ways for Board sponsors to work with their Local Practice Forum.

11.45 The future – an action plan for 2012

A discussion between LPF representatives and the Scottish Pharmacy Board, to help input into the draft 2012 plan for the Scottish LPFs.

LPF representatives will be given the opportunity to join the SPB Public meeting or to update their Virtual Network skills with 1-2-1 sessions with either Sara Fletcher or Charlotte McClintock; should they wish to do both, 1-2-1 sessions will also be available after the Public Business meeting.

OPEN BUSINESS

1. (12:30) **Welcome and Apologies**
2. (12:35) **Adoption of Governance Handbook 2011/2012**
The Scottish Pharmacy Board is asked to adopt the Governance Handbook 2011/2012, as agreed by the Assembly at its meeting on 27 July 2011.
3. **National Boards Elections 2012 – guidance for Candidates – Sponsorship and election expenditure.**
To agree the wording on sponsorship and election expenditure to be recommended to the Assembly for inclusion in the guidance to Candidates document for the 2012 Boards elections. (Item 11.09/SPB/33 & 11.09/SPB/33-app1)
4. **National Boards – Casual Vacancies**
To agree the procedure to recommend to the Assembly for dealing with casual vacancies arising on the National Boards. (Item 11.09/SPB/34 & 11.09/SPB/34-app1)
5. (12:45) **Declaration of Interests**
6. (12:50) **Confirmation of Board Meeting Minutes – Wednesday 6 July 2011**
Board Members to approve minutes from the previous Board Meeting on Wednesday 6 July 2011
7. (12:55) **Matters Arising**
Matters arising not specifically included on the Agenda.
 - Replacement of SPB member, Alistair Jack. Consideration should be given as to whether this needs addressing now or left until the 2012 elections
- (13:00) **Lunch**
The Scottish Pharmacy Board would be delighted if LPF representatives are able to join them for lunch.
8. (13:30) **Chairman's Report**
To receive a verbal update from Sandra Melville, Chairman of the Scottish Pharmacy Board on recent activities.
9. (13:45) **Chief Executive's Report**
Alex MacKinnon, Director for Scotland will provide a verbal RPS update on behalf of Helen Gordon, Chief Executive.
10. (14:00) **SPB Business Plan Update & 2012 Business Plan**
To receive an update from Alex Mackinnon on progress towards delivering the Business Plan's strategic objectives including communications (Item 11.09/SPB/35 & 11.09/SPB/35-app1) and Business Plan Tracker (Item 11.09/SPB/36)
11. (14:30) **Science and Research Update**
To note the update on current projects being led by the Science and Research Team. (Item 11.09/SPB/37)
12. (14:40) **Medicines Safety Working Groups**

To receive a verbal update, from Annamarie McGregor, on the activity of each of the Medicines Safety Working Groups.

13. (14:50) IM & T strategic principles

Board members are asked to approve the final draft of the RPS IM & T Strategic Principles. (Item 11.09/SPB/38 & 11.09/SPB/38-app1)

(15:00) **Refreshment Break**

14. (15:10) Supervision

To receive an update from Aileen Bryson (Practice and Policy Lead) on the current position regarding supervision. (Item 11.09/SPB/39 & 11.09/SPB/39-app1)

15. (15:30) The Responsible Pharmacist

To receive a verbal update and presentation from Alex MacKinnon on the current position regarding the Responsible Pharmacist survey. (Item 11.09/SPB/40).

16. (15:45) The SHARE Register

Aileen Bryson to inform the SPB of the SHARE project and seek endorsement. (Item 11.09/SPB/41 & 11.09/SPB/41-app1)

17. (15:50) Scottish Pharmacy Board Representation

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

18. (16:00) 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.

19. Date of Next Meeting

Wednesday 23 November 2011.

(16:15) **Meeting ends.**

For information

The following items are circulated for information

Agendas from the English & Welsh Board Meetings

- English Pharmacy Board Meeting – Friday 7 October 2011
- Welsh Pharmacy Board Meeting – Wednesday 28 September 2011

Dates of SPB Board meetings for 2012

- Thursday 19 January
- Thursday 19 April
- Tuesday 3 July - SPB induction and planning day
- Tuesday 4 July
- Wednesday 19 September

There will also be two Business Days (dates tbc.)