

Welsh Pharmacy Board Agenda

Meeting to be held on Thursday 15 July 2015 from 9.30 a.m. to 4.30 pm at 2 Ash Tree Court, Cardiff Gate Business Park, Cardiff, CF23 8RW

Open Business will be held from 9.30am to 2.00pm
Confidential Business will be held from 2.00pm to 4.30pm

OPEN BUSINESS

Mair Davies, Director for Wales will Chair the meeting and will hand over to the new Chair for the remainder of the meeting when elected.

1. Welcome and introductions (9.30)

Helen Gordon, CEO
Hannah Wilton, Head of Faculty
Rachel Joynes, Head of Research
Julia Robinson, RPS Correspondent

2. Apologies for absence

Ash Soni, President
Angela Grant, Business Manager

3. Declaration of Interests

The Welsh Pharmacy Board (WPB) is reminded that each member is personally responsible to notify the Secretary to WPB of any amendment to their register of interests
(Item 15.10/WPB/03)

For Decision

4. Election of Chair for Welsh Pharmacy Board(9.35)

In accordance with Appendix I of the Governance Handbook 2015/2016, Board is asked to affirm that the received nominated Board member is duly elected as Chair of Welsh Pharmacy Board

Elected Chair of WPB will give a short address and take the Chair from item 5 onwards.

A short break for Board members to consider the nomination for the position of Vice-Chair.

5. Election of Vice Chair (9.40)

To received nomination (if required) for the elect the Vice-Chair in accordance with Appendix I of the Governance Handbook

The newly- elected Vice-Chair may make a short statement following election.

6. Minutes of the Open business of the WPB meeting held on 23 June 2015

To approve minutes from the previous WPB Meeting on 23 June 2015.

(Item 15.10/WPB/06)

For noting

7. Matters arising from the Open Business part of the minutes not specifically included in the agenda

8. Call for any other business

Any items not already notified to the office should be confirmed now and will be taken at the end of the meeting.

9. Governance Handbook 2015-2016

The WPB is asked to note the Governance Handbook 2015/2016 edition, as approved by the Assembly at their meeting in July.

No paper issued (due to size) please view handbook at

<http://www.rpharms.com/assembly-pdfs/governancehandbook.pdf>

10. Leadership in Wales (10.15)

a) Welsh Directorate Update

- To provide an update on the Welsh Directorate activities in the last quarter 3 and to note activity for quarter 4.
- To agree draft WPB Business Plan 2016

(Paper 15.10/WPB/10a – Staff lead: Mair Davies, Director for Wales)

b) Chair's update (11.00)

To note Chair's update in the last quarter 3 and schedule activity in quarter 4.
(Paper 15.10/WPB/10b - Board lead: Mair Davies, past Chair; Suzanne Scott-thomas, Vice-Chair and Acting Chair)

c) RPS Wales Member Communications (11.15)

To provide a verbal update on RPS Wales member communication activities
(Staff lead: Mair Davies, Director for Wales)

d) Local Practise Forum update (11.30)

To provide an update on the LPF activities
(Paper 15.10/WPB/10d - Board lead: Jodie Williamson)

For discussion and decision

e) Consultation updates and key policy statements formed by consultation responses (11.45)

- To update the Board on recent consultation responses submitted by RPS and the WPB and the key policy statements contained within these responses.
- To agree on the care homes policy work
(Paper 15.10/WPB/10e- Staff Lead: Elen Jones, Principal Policy Advisor)

f) RPS Public Affairs Update (12.00)

To update the Board on the RPS public affairs activities
(Paper 15.10/WPB/10f - Staff Lead: Ross Gregory, Health Policy Analyst)

11. Medicine Safety Conference (12.15)

To receive an update on the conference programme and joint working arrangement with 1000 Lives Improvement
(Paper 15.10/WPB/11 – Staff Lead: Ross Gregory)

Lunch (12:30)

For noting

12. Matters to report (13.15)

- i) Professional Development and Support, including;
 - Science and Research Update
 - Library and Museum Update
 - Professional Support Update + Appendix 1
 - Workforce Update
 - FMG Group Reports

(Paper 15.10/WPB/12 – Staff lead: Hannah Wilton, Head of Faculty and Rachel Joynes, Head of Research)

For Agreeing

13. Key Messages from meeting (13.30)

Board to agree key messages to be published to members.
(Board Lead: Chair of WPB)

14. Date of 2016 Meeting

To note the upcoming meetings in 2016;

Welsh Pharmacy Board	Thursday February 4 th
WPB Working Day	Thursday March 17 th
Welsh Pharmacy Board	Thursday April 28 th
WPB Induction and Planning Day	Monday June 20 th
Welsh Pharmacy Board	Tuesday June 21 st
Annual General Meeting (not a compulsory attendance)	Wednesday June 22 nd (Evening)
WPB Working Day	Thursday September 15 th
Welsh Pharmacy Board	Thursday October 13 th

2.00pm Close of Open Business Meeting