



Assembly Meeting

To be held at 9.00 am to 16.00 pm on Wednesday 8th November 2017 at RPS, 66-68 East Smithfield, London, E1W 1AW.

Agenda - Open Business

1. Welcome to Assembly members & apologies for absence 9.00

ITEMS FOR NOTING 9.00 – 9.30

Members are advised that no discussion will be held on these items at the meeting unless a member notifies the President 48 hours in advance of the meeting of any point they wish to raise

2. **Code of Conduct & Remit of Assembly**
Governance & Business Manager
3. **Declarations of interest**
Governance & Business Manager
4. **Minutes of the Open Business the Assembly meeting 18th & 19th July 2017**
To note and approve the minutes of the meetings – any points of material correction or amendment should be notified to the President at least 48 hours in advance of the meeting
Governance & Business Manager
5. **Matters arising from the Open Business minutes not specifically included in the agenda**
 - a) Item 05(c) – Conflicts of Interest/Register of Gifts & Hospitality
To note Conflicts of Interest Procedure
Director of Finance & Resources
 - b) Item 06(a) – Corporate/Legal Governance Review
To note terms of reference for the task & finish group
Chief Executive
 - c) Item 10 – AGM
To note update on possibility of holding 2019 AGM in April
Director of Finance & Resources
6. **National Pharmacy Board elections**
 - a) **Effective dates**
Effective dates for National Board and Assembly members in 2018
Chief Executive
 - b) **2018 Election Process**
Amendments to the NPB election process for 2018
Governance Manager

7. **Updates from the National Boards**
National Board Chairs
8. **President's Report**
President
9. **Treasurer's Report – paper to follow**
Treasurer
10. **2017 FIP Conference Report**
To receive a verbal update
President/Chief Executive
11. **Annual Health and Safety Report**
Director of Finance & Resources
12. **Any other business**
Any other items of business to be notified to the President 48 hours before the meeting
 - a) **Museum & Library Advisory Group 9.30 – 9.40**
To note the latest report, information on the review of Scottish collection and application for Heritage Lottery funding
Director of Professional Development & Support
13. **Date of next meeting 9.40**
To note the date of the Assembly Meeting 22nd March 2018 and the cancelation of the Assembly Working Day 21st March 2018.