

Scottish Pharmacy Board Meeting

**PUBLIC BUSINESS**

**Meeting to be held on Wednesday 23 January 2019, at Holyrood Park House, 106 Holyrood Road, Edinburgh, EH8 8AS.**

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

**Please note:**

1. Board members are asked to advise Alex MacKinnon / Carolyn Rattray at least 48 hours before the date of the meeting if there are items, detailed as for information, which may require discussion.
2. Oral presentations to the Board should not normally exceed 15 minutes, in order to allow adequate time for discussion. Where allocated time slots are less than 15 minutes, presentation time should be reduced accordingly to accommodate questions and discussion.
3. Please note that, in the interests of time-keeping, items for noting will not be discussed unless prior notice is given.

<b>Item number and start times</b>	<b>Subject</b>	<b>Purpose</b>	<b>Related papers/ slides</b>	<b>Objective</b>	<b>Item led by</b>
1. (10:00)	Welcome	For information	Verbal	Welcome and introductions to members and guests	Chair
2. (10:05)	Apologies	For information	Verbal	To note apologies.	Chair
3. (10:10)	Declarations of Interest	For noting	19.01/SPB/03	To note declarations of interest (either standing interests or interests specific to this meeting).	Chair

4. (10:15)	Minutes	For approval	19.01/SPB/04	To approve minutes from the SPB Public Business meeting held on 26 September 2018. (Board members are asked to forward any amendments to CR / AMK in advance of the meeting).	Chair
5. (10:25)	Actions Log	For raising	19.01/SPB/05	To consider matters arising from the minutes of the Public Business meeting held on Wednesday 26 September 2018.	Chair
6. (10:40)	Education and Professional Development	For information and discussion	Verbal	Gail Fleming, Director of Education and Professional Development to inform SPB of plans for 2019	Gail Fleming
<b>Refreshment Break (11:00 – 11:15)</b>					
7. (11:15)	SPB Business Plan 2019	For information and discussion	19.01/SPB/07	Alex MacKinnon, Director for Scotland, to present the Scottish Pharmacy Board Business Plan 2019. This summarises the key areas of focus for the 2019 RPS Business Year. It will deliver the aspirations of the SPB for Scotland and the Directorate goals for the PM&E Directorate	Alex MacKinnon
8. (11:45)	Innovation and Enterprise	For information and discussion	Presentation	Harvinder Sondh, Director of Innovation and Enterprise, to provide an update on the proposed strategy for innovation and enterprise.	Harvinder Sondh
9. (12:05)	People	For information and discussion	Presentation	Helen Gray, Head of People, to update the SPB on progress of the development of a people strategy	Helen Gray
10. (12:25)	Overview from Chief Executive	For information	Verbal and presentation	Paul Bennet, Chief Executive, to provide an overview of RPS activities.	Paul Bennet

Scottish Pharmacy Board Meeting

**PUBLIC BUSINESS**

11. (12:45)	Harry McQuillan	For consideration	Verbal	Harry McQuillan, Chief Executive of Community Pharmacy Scotland, to present a personal member enquiry around confidential business.	Harry McQuillan
<b>LUNCH – 12:55 to 13:30</b>					
11. (13:30)	Technology	For information and discussion	Presentation	Jeremy Macdonald, Director of Technology, to provide an overview of the RPS strategy for technology.	Jeremy Macdonald
12. (13:50)	Elections	For noting	19.01/SPB/12	The Scottish Pharmacy Board is asked to note the information around the NPB elections for 2019.  The SPB is also asked to note the key dates and timings of the 2019 elections' process.	CR / AMK
13. (14:00)	<b>Policy and Consultations</b>  Protected Learning Time	For noting	19.01/SPB/13(i)	This is to inform the board of the work of the group so far. The working group would like a bold statement from RPS around the professional requirement for PLT at all stages of pharmacy careers. This should be a GB policy statement.	Aileen Bryson

	Online Pharmacy Services	For decision	19.01/SPB/13(ii)	To agree the content of the online pharmacy services policy.	Aileen Bryson
	Patient Consent	Discussion and approval	19.01/SPB/13(iii)	The need for clarity around when consent is needed to share information and the gaps in NHS routine working processes has been identified as a GB issue for members. This is being exacerbated by GDPR. SPB would like this work stream to be taken forward to provide clarity and support for members.	Aileen Bryson
14. (14:20)	<b>External Relations</b>				
	Social media Report	For noting	19.01/SPB/14(i)	SPB to receive an update on social media activity in 2018.	Helen Reilly
	MSP Survey 2018	For information	19.01/SPB/14(ii)	To receive an update on the MSP 2018 RPS Awareness Survey.	Helen Reilly
15. (14:30)	Science and Research	For information	19.01/SPB/15	Dr Colin Cable to provide an overview of the work of the Science and Research team and plans for 2019.	Dr Colin Cable
16. (14:40)	Chair and Vice-Chair's Report	For information	19.01/SPB/16 (To be tabled on the day)	To note an update on activities from the Chair and Vice-Chair since the September 2018 Scottish Pharmacy Board meetings.	Chair
17. (14:50)	Key messages	For decision	Verbal	SPB to agree key messages for video content from the meeting.	Helen Reilly
18. (15:00)	Any other competent business	For information	Verbal	<ul style="list-style-type: none"> <li>Scottish Pharmacy Board members should inform the Board Secretary in writing at least 48 hours before the meeting of any matter that is to be raised under <i>Any Other Competent Business</i>.</li> </ul>	Chair

Scottish Pharmacy Board Meeting

**PUBLIC BUSINESS**

		For agreement	SBAR	<ul style="list-style-type: none"> <li>• SPB Email addresses – happy to share within the SPB. Board members are asked to sign form agreeing to the sharing of email addresses for the purpose of Scottish Pharmacy Board Business.</li> <li>• CBD oil professional guidance.</li> </ul>	Dr Anne Boyter
		For discussion			Andrew Carruthers
19. (15:05)	Date of next formal SPB meeting	For information	Verbal	SPB Board Day: Wednesday 24 April 2019.	Chair
<b>Close of meeting: 15:05</b>					

**There will be a 10 minute refreshment break before commencing the Confidential Business meeting.**