

- OPEN BUSINESS**Minutes of the Open Business held on Wednesday, 16th November, 2016, 66-68 East Smithfield**

Present: Martin Astbury (AS) – President, Claire Anderson (CAnd), Catherine Armstrong (CArm), Sibby Buckle (SB), Sid Dajani (SD), Sandra Gidley (SG), Linda Hakes (LH), Paul Harris (PH), John McAnaw (JM), David Thomson (DT)

In attendance: Mair Davies (MD), Alison Douglas (AD), Catherine Duggan (CD), Helen Gordon (HG), Alina Lourie (AL), Alex MacKinnon (AM), Simon Redman (SR), Brian Walters (BW)

Apologies: David Carter (DCar), Duncan Craig (DCra), Hamish Wilson (HW),

Item	Related Paper	Minute	Action by
Item 01 Welcome & apologies		Apologies were noted from Hamish Wilson, Duncan Craig and David Carter.	
Item 02 Declaration of Interests		The Declaration of Interests for all members were noted.	
Item 03 Open Business minutes		After noting a number of typographical errors the minutes of the Open Business conducted on 19 th and 20 th July were confirmed as a true and accurate record.	
Item 04 Matters Arising from Open Business minutes		<p>a) Item 16/07/ASB/02 – Register of Gifts and Hospitality HG informed members that the Society’s Legal Department was currently finalising a formal register which would be completed and details circulated as a matter of urgency following the meeting.</p> <p>ACTION SR/KS</p>	SR/KS

		<p>b) Item 16/07/ASB/03(a) – Publication of Members’ Expenses Noted that the National Boards had yet to be formally advised of the decision to publish details of members’ expenses in the Annual Report. SR will therefore draft a paper for inclusion at the next Board meetings.</p> <p>ACTION – SR</p>	SR						
Item 05 Any Other Business		MA noted that no additional items of Open business had been received but that a number of items would be taken under Confidential business later in the meeting.							
Item 06 Effective Dates		<p>a) National Boards The effective dates on which National Board members would take office were AGREED as being 00.01 on the following days:</p> <table> <tr> <td>Scottish Pharmacy Board</td> <td>13th June 2017</td> </tr> <tr> <td>Welsh Pharmacy Board</td> <td>19th June 2017</td> </tr> <tr> <td>English Pharmacy Board</td> <td>21st June 2017</td> </tr> </table> <p>b) Assembly The effective date on which Assembly members would take office was AGREED as being 00.01 on 18th July 2017.</p>	Scottish Pharmacy Board	13 th June 2017	Welsh Pharmacy Board	19 th June 2017	English Pharmacy Board	21 st June 2017	
Scottish Pharmacy Board	13 th June 2017								
Welsh Pharmacy Board	19 th June 2017								
English Pharmacy Board	21 st June 2017								
Item 07 Updates from the Boards		<p>a) England Pharmacy Board The latest report from the EPB was noted.</p> <p>b) Scotland Pharmacy Board The latest report from the SPB was noted.</p> <p>SD asked what progress had been made with the Prescription for Excellence work in Scotland and was given a brief update. He stressed the need to share results from this work across all three countries as this will help implement the work in England and Wales by providing evidence that it can improve service and increase competencies etc. SST added this area would be a good test of how the new matrix working/Comms Centre of Excellence would work going forward.</p>							

		<p>c) Wales Pharmacy Board The latest report from the WPB was noted.</p> <p>SD noted that Pharmacists in England have difficulty accessing patient records in Wales and vice versa and the two countries had therefore been tasked by the IM&T Group to see if it was possible to improve the interactions between the systems. The group had however been informed that it was at the request of a Government directive that the two systems be different.</p> <p>MD attended a meeting last week where she learnt that Wales is now developing a system to allow greater interaction between the systems but didn't have any details to hand. She will therefore try and discover more information which she will then circulate to members.</p> <p>ACTION – MD</p> <p>Members felt that as the Board reports often stimulated questions, rather than being simply for noting it was AGREED that discussion on these reports, along with the President's Report and the Treasurer's Report should take place. It was noted however that these reports were in Open Business so the nature of the discussions may be constrained unless held in confidential business.</p> <p>ACTION – AD</p> <p>A number of members felt that some form of networking session for members from all three countries should be incorporated into the programme for the Annual Conference as it would give a platform for the Boards to showcase the work they are doing to a wider member audience. It was noted that the conference programme was still in the planning stage so this suggestion would be passed on to the committee, however it was noted that all three Boards do already have representatives on this committee who would be best placed to make suggestions.</p> <p>ACTION - BW</p>	<p>MD</p> <p>AD</p> <p>BW</p>
<p>Item 08 President's Report</p>		<p>The report from the President covering July – October was noted.</p> <p>SG asked if in future key points/outcomes from some of the meetings be added too, however it was noted that the report was taken in open business which may limit the amount of information that could be included. Additionally there was concern regarding the time that might be required by staff and the President to compile a more</p>	

		<p>comprehensive report. Assembly members were reminded that they were free to ask for elaboration on any of the items in the report.</p> <p>ACTION – AD/MA</p>	<p>AD/MA</p>
<p>Item 09 Treasurer’s Report</p>		<p>The report from the Treasurer covering July – October was noted.</p>	
<p>Item 10 Annual Health & Safety Report</p>		<p>The annual Health and Safety update for 2016 was noted.</p> <p>SD queried the introduction of an ‘Estates meeting’ noted in the report and asked for further information. He would also like details of the £20k spent on installing monitor arms and £4k on improving functionality and suitability of desk spaces. SR will provide this information outside of the meeting.</p> <p>ACTION – SR</p> <p>SG had been present at 66ES when a full fire drill had been carried out earlier in the week and asked how the Society could be confident all occupants had left the building. HG explained the existing fire marshal system ensured that the whole building was fully swept on evacuation which meant it was not possible for anyone to remain in the building. HG also pointed out that a notice with this information was permanently displayed on the reception desk.</p> <p>Noted that an outline of the fire drill at 66ES should be included in the induction day packs for new Board/Assembly members.</p> <p>ACTION - SR</p>	<p>SR</p> <p>SR</p>
<p>Item 11 Date of next meeting</p>		<p>Noted that the next Assembly Working Day will be held on 22nd March, and the Assembly Meeting on 23rd March.</p> <p>Noted that the Code of Conduct and remit of Assembly should be included as items to note at the start of all future meetings.</p> <p>ACTION – AD</p>	<p>AD</p>

ACTION SHEET – Open Business Assembly Meeting 16th November 2016

Item	Action	Who by	When
Item 04 Matters Arising	Register of Gifts & Hospitality to be finalised and details circulated	KS	Immediately
	Paper on publication of Assembly/Board members' expenses to be included at next Board meetings	SR	Start of December
Item 07 Updates from Boards	Details of Welsh Govt project to allow cross-country interaction re patient records to be circulated	MD	As soon as practical
	Board and Officer report items to be 'for discussion' at future meetings	AD	March meeting
	Suggestions re Annual Conference to be passed to Annual Conference committee	BW	Next Conference Committee meeting
Item 08 President's Report	Future reports to include more information on meetings where appropriate	MA	March meeting
Item 10 Annual Health & Safety Report	Information to address queries from SD to be provided	SR	As soon as possible
	Outline of fire drill to be included in induction day packs for Board/Assembly members	SR	June/July meetings
Item 11 Next meeting	Code of Conduct and remit of Assembly to be provided at start of each meeting	MA/AD	March meeting