

## Scottish Pharmacy Board Meeting

Meeting to be held on Wednesday 24 April 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.

Item number and start times	Subject	Purpose	Related papers/ slides	Objective	Item led by
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	19.04/SPB/03	To note declarations of interest (either standing interests or interests specific to this meeting).	Chair

4. (10:15)	Minutes	For approval	19.04/SPB/04(i)  19.04/SPB/04(ii)	To approve minutes from the SPB Public Business meeting held on 23 January 2019. (Board members are asked to forward any amendments to CR / AMK in advance of the meeting).  To approve minutes from the SPB Confidential Business meeting held on 23 January 2019. (Board members are asked to forward any amendments to CR / AMK in advance of the meeting).	Chair
5. (10:25)	Actions Log	For raising	19.04/SPB/05(i) 19.04/SPB/05(ii)	To consider matters arising from the minutes of the Public and Confidential Business meetings held on Wednesday 23 January 2019.	Chair
6. (10:45)	Overview from Chief Executive	For information	Verbal and Discussion	Paul Bennett, Chief Executive, to provide an overview of RPS activities.	Paul Bennett
<b>Refreshment Break (11:00 – 11:15)</b>					
7. (11:15)	SPB Business Plan 2019	For information and discussion	19.04/SPB/07	Alex MacKinnon, Director for Scotland, to provide an update on progress of the work streams of the Scottish Pharmacy Board (SPB) Business Plan (BP) 2019.	Alex MacKinnon
8. (11:45)	Pharmaceutical Press	For information and discussion	Presentation	Karen Baxter (KB), Interim Managing Director, PharmPress and Nic Potter (NP), Sales and Marketing Director, PharmPress, to present on the work of Pharmaceutical Press.	Karen Baxter/Nic Potter
9. (12:15)	Pharmacy and Member Experience Update	For information and discussion	19.04/SPB/09	Robbie Turner (RT). Director of Pharmacy and Membership Experience (P&ME), to provide an update on the work of the P&ME Directorate.	Robbie Turner

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10. (12:35)	Scottish Pharmacy Leadership Scheme – Community Pharmacy	For information and discussion	Verbal and presentation	Mrs Laura McElroy, Regional Manager for Rowlands Pharmacy and Clinical Fellow focussing on Community Pharmacy, will provide a summary of this Scottish Government work stream.	Laura McElroy
<b>Lunch (13:00 – 13:45)</b>					
11. (13:45)	Property Update	For information	Verbal and presentation	Jordan McAffery (JMA) (HK Surveying and Design) and Steve Field (SF), Relocation Project Manager, to provide an update on progress with the relocation project.	Steve Field Jordan McAffery
12. (14:15)	Scottish Pharmacy Leadership Scheme – Integration	For information and discussion	Verbal and presentation	Mrs Pamela Mills, Principal Pharmacist Redesign, NHS Ayrshire and Arran and Clinical Fellow with a remit to consider the Integration of Pharmacy Services, will provide a summary of progress to date on this Scottish Government work stream.	Pamela Mills
13. (14:50)	External Relations	For decision	19.04/SPB/13	The Scottish Pharmacy Board (SPB) is asked to discuss and agree the SPB Public Affairs and Media plan for 2019.	Helen Reilly
14. (15:10)	Policy and Consultations	For discussion and decision	19.04/SPB/14(i) 19.04/SPB/14(ii)	CBD Oil Digital Capabilities Scoping Paper	Aileen Bryson

			19.04/SPB/14(iii)	Online Pharmacy Services	
<b>Refreshment Break (15:25 – 15:40)</b>					
17. (15:40)	Science and Research	For information	Presentation	Dr Colin Cable to provide an overview of the work of the Science and Research team and plans for 2019.	Dr Colin Cable
18. (16:00)	Pharmacy Technicians	For information and discussion	Verbal	The Scottish Pharmacy Board to receive a verbal update from the RPS Assembly.	Alex MacKinnon
19. (16:20)	<b>Items for noting:</b>  Science and Research Update  Social Media Report  Chair and Vice-Chair's Report  Education and Professional Development Update		19.04/SPB/19(i)  19.01/SPB/19(ii)  19.04/SPB/19(iii)  19.04/SPB/19(iv)	To note and update on Q1 activities of the Science and Research team  SPB to receive an update on social media activity in Q1, 2019.  To note an update on activities from the Chair and Vice-Chair since the September 2018 Scottish Pharmacy Board meetings.  Education and Professional Development activities update to Assembly.	Dr Colin Cable  Boyana Atanasova  Chair/ Jonathan Burton  Gail Fleming
20. (16:30)	Key messages	For decision	Verbal		Helen Reilly

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21. (16:45)	Any other competent business			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> .	Chair
22. (16:55)	Date of next formal SPB meeting	For information	Verbal	SPB Board Day: Tuesday 2 July 2019. Wednesday 3 July 2019	Chair
<b>Close of meeting: 16:55</b>					