

English Pharmacy Board meeting 6th October 2016

OPEN BUSINESS

Open Business will be taken between 9.00am – 15.00pm

Confidential business will be taken between 15.00pm – 16.00pm

Lunch will be taken between in the staff restaurant 13.00pm – 13.45pm

The meeting will be held in Events Space, 4th floor, at the Royal Pharmaceutical Society, 66 East Smithfield, London E1W 1AW

OPEN BUSINESS AGENDA 6th October 2016 (followed by a short confidential session)

Item (pprox.. start time)	Subject	Purpose	Related papers/slides	Objective	Item led by
1 (9.00)	Welcome	For noting	Verbal address	Welcome and introductions of members and guests:- Gill Hawksworth, West Yorkshire LPF, Neera Goel, Birmingham and Sollihull LPF, Tess Fenn, President APTUK, President BPSA, and new Director of Business Development, Brian Walters	Chair
2	Apologies	For noting	Verbal address	To note apologies from David Branford	Chair
3	Declarations of Interest	For noting	16.10/EPB.03	To note declarations of interest (either standing interests or interests specific to this meeting)	Chair
4 (9.10/ 5 min)	Minutes	For decision	16.10/EPB.04	To approve minutes from the open business of EPB meeting on 22 nd and 23 rd June 2016	Chair
5 (9.15/ 10mins)	Matters arising	For noting	16.10/EPB.05	To note matters arising from the above minutes that are not specifically included on the agenda	Chair

6 (9.25 /5mins)	Governance Handbook 2016-2017	To note	No paper issued (due to size) please view handbook at http://www.rpharms.com/assembly-pdfs/governancehandbook.pdf	The EPB is asked to note the Governance Handbook 2016/2017 edition, as approved by the Assembly at their meeting in July 2016.	Yvonne Dennington
7(9.30 / 30 mins)	Health Education England	Decision	Verbal update	The EPB to receive an update on HEE from Ian Bates and agree decisions from the EPB Working Day on 5 th October	Ian bates/Catherine Duggan
8 (10.00/ 60 mins)	Discussion on “community pharmacy in 2016/17 and beyond” letter	Discussion	Verbal discussion	EPB to receive an update on the current situation with “community pharmacy in 2016/17 and beyond”	Catherine Duggan/Chair
Coffee 11.00– 11.10					
9(11.10/ 20 mins)	Public Affairs and Policy Statements	Update	Verbal update	Update on the work of the Public Affairs agency, Portland Communications, including the Party Political Conference	Chair and Sibby Buckle
10 (11.30/ 30 mins)	EPB work programmes including campaigns	For discussion and decisions	Presentation (to be circulated in advance of the meeting)	To update EPB members on current and future EPB work programmes including campaigns	Chair/Director for England/Heidi Wright
11 (12.00 - 60 mins)	EPB Operational Plan	Discussion	16.10/EPB.11	For the EPB to discuss the operational plan	Catherine Duggan/Heidi Wright

Lunch 13.00 - 13.45

<p>12 (13.45/30 mins) Time allowance for issues that may have arisen and need to be discussed)</p>	<p>Updates from Team England</p>	<p>For noting</p>	<p>16.10/EPB.12 (i) – (ix) (i) Corporate Comms (ii) Public Affairs (iii) Local Engagement (iv) Policy and consultations (v) IM&T (vi) Medicines Optimisation (vii) Web development Verbal updates on (viii) PPHF (ix) Learning disabilities</p>	<p>To note the reports</p>	<p>Neal Patel/Alice Dartnell/Heidi Wright/Catherine Dugga Nick David Helen Gordon David Branford</p>
<p>13 (14.15/30 mins) Time allowance for any issues that may have arisen and need to be discussed)</p>	<p>Updates from Professional Development and Support Directorate Hospital Pharmacy Update</p>	<p>For noting</p>	<p>16.10/EPB.13 Verbal update</p>	<p>To note the updates The English Pharmacy Board to receive a verbal update</p>	<p>Catherine Duggan Ruth Wakeman</p>

14 (14.45/ 10 mins)	Key Messages	For decision	Verbal	EPB to agree key messages from the meeting for pharmacy press	Neal Patel/Chair
15 (14.55/ 5 mins)	Any other business	For discussion		English 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 Any other Business	Chair
16 (15.00)	Dates of next meetings	For noting	All dates to be diarised. Board meeting dates are firm but working days will only be used at the discretion of the Chair and Dir for England	<p>Dates for 2017 EPB working day 25th January 2017 EPB meeting 26th January 2017</p> <p>EPB working day – 4th April 2017 (at Universtiy of Nottingham) EPB meeting – 5th April 2017 (at University of Nottingham)</p> <p>EPB induction and working day – 21st June 2017 EPB meeting – 22nd June 2017 (AGM – 21st June)</p> <p>EPB working day – 4th October 2017 EPB meeting – 5th October 2017</p>	Chair

Close of open business 15.00 followed by short session of confidential business (separate agenda)