

## SCOTTISH PHARMACY BOARD

Meeting to be held on Wednesday 21 January 2015, at Holyrood Park House, 106 Holyrood Road, Edinburgh, EH8 8AS.

The Board meeting will commence at 10:00 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 noting, 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.

## Agenda

### PUBLIC BUSINESS

	Agenda Item	Action required
1.	<b>Welcome and apologies. (10:00)</b> RPS President, Ashok Soni, to introduce himself to the Scottish Pharmacy Board. <i>Lead: Chair (10 mins)</i>	N/a
2.	<b>Declaration of interests. (10:10)</b> Paper: 15.01/SPB/01 circulated. Board members are reminded of their responsibility to inform the Board Secretary of any updates or amendments necessary to this paper, and to state any declaration of interest relevant to items on the agenda at the start of the discussion of the item to which it relates. <i>Lead: Chair (5 mins)</i>	Note
3.	<b>Confirmation of Scottish Pharmacy Board Public Business meeting minutes – Wednesday 1 October 2014. (10:15)</b> Board members are asked to approve the minutes from the previous Public Business meeting of the Scottish Pharmacy Board, held on Wednesday 1 October 2014. Previous minutes circulated as Item: 15.01/SPB/02. <i>Lead: Chair (10 mins)</i>	Approve
4.	<b>Matters arising. (10:25)</b> Matters arising from the minutes of the last meeting which are not specifically included on the Agenda. <i>Lead: Chair (15 mins)</i>	Consider

5.	<p><b>National Pharmacy Board Elections (10:40)</b>  The Scottish Pharmacy Board is asked to note paper: 15.01/SPB/03 regarding information on the National Pharmacy Board elections 2015.  <i>Lead: Alex MacKinnon (Returning Officer for the SPB elections) (5 mins)</i></p>	Note
6.	<p><b>National Chairs to have additional title of Vice-President of the RPS (10.45)</b>  The Scottish Pharmacy Board is asked to confirm the Assembly's decision that each national Chair should informally be given the additional title of Vice-President, to be used only when performing a representative role for the RPS. (Item: 15.01/SPB/04)  <i>Lead: Chair (5 mins)</i></p>	Confirm / decision
7.	<p><b>Items for noting: (10:50)</b></p> <p><b>Please note: A short time is allocated to these update papers, so only discussion of an urgent or important nature will be taken. Should Board members have any questions please contact the staff or board lead in advance of the meeting.</b></p> <ul style="list-style-type: none"> <li>a) Chairman's and Vice-Chair's Report (Item: 15.01/SPB/05)</li> <li>b) Professional Development and Support (PDS) Professional Support &amp; Standards update (15.01/SPB/06)</li> <li>c) PDS Library and museum update (15.01/SPB/07)</li> <li>d) PDS Leadership update (15.01/SPB/08)</li> <li>e) Consultations and Policy (Item: 15.01/SPB/09, 15.01/SPB/09-app1 and 15.01/SPB/09-app2)</li> <li>f) Science and Research Update (Item: 15.01/SPB/10)</li> <li>g) Local Practice Forum (LPF) Update <b>(to follow)</b></li> <li>h) External Relations Flash Report (15.01/SPB/12 and 15.01/SPB/12-app1)</li> <li>i) National Seminar – notes from meeting (15.01/SPB/13 and 15.01/SPB/13-app1).</li> </ul> <p><i>Lead: Chair (10 mins)</i></p>	Note
8.	<p><b>Chief Executive's Report. (11:00)</b>  Helen Gordon (Chief Executive) to provide a verbal update on RPS activities since October 2014.  <i>Lead: Helen Gordon (Chief Executive) (10 Mins)</i></p>	Update
9.	<p><b>Scottish Pharmacy Board Business Plan 2015. (11:10)</b>  The Scottish Pharmacy Board is asked to receive the final version of the 2015 Scottish Pharmacy Board Business Plan, as previously agreed at the meeting on 1 October 2014. (Items:15.01/SPB/14, 15.01/SPB/14-app1 and 15.01/SPB/14-app2)  <i>Lead: Alex MacKinnon (Director for Scotland) (30 mins)</i></p>	Update / KPI discussion
10.	<p><b>Membership Development. (11:40)</b>  Elsbeth Bridges (Membership Development Manager) to provide an update on the 2015 membership strategy, to include events linked to newly qualified pharmacists and support for pre-registration pharmacists (Item: 15.01/SPB/15 and 15.01/SPB/15-app1). Board Members will be asked for a personal commitment to support the 2015 Membership Strategy.  <i>Lead: Elspeth Bridges (15 mins)</i></p>	Discuss and agree support

11.	<p><b>Faculty, Early Years and Leadership Development Framework Update (11:55)</b>  The Scottish Pharmacy Board to receive an update on progress of the Faculty, Early Years initiative and the Leadership Development Framework.  <b>Paper to be tabled on the day</b> (Items: 15.01/SPB/16, 15.01/SPB/16-app1, 15.01/SPB/16-app2 and 15.01/SPB/16-app3 )  <i>Lead: Catherine Duggan (Director of Professional Development &amp; Support) (10 mins)</i></p>	Note
12.	<p><b>Quality Systems (12:05)</b>  To discuss the Quality Systems launch and commitments from Scottish Pharmacy Board members to take forward the RPS Quality Systems recommendations within their networks.  <i>Lead: Annamarie McGregor (Professional Support Pharmacist) (30 mins)</i></p>	Discuss and agree support
13.	<p><b>Prescription for Excellence (PfE) (12:35)</b>  The Scottish Pharmacy Board to receive verbal updates from the Chair (PfE Steering Group) and from Alex MacKinnon (PfE Reference Group). There will also be a paper for noting and discussion: 'Prescription for Excellence –Influence and Governance'. (Item: 15.01/SPB/17 and 15.01/SPB/17-app1).  <i>Lead: Chair (20 mins)</i></p>	Update / note & discuss
	<p><b>LUNCH (12.55)</b></p>	
14.	<p><b>SPB Manifesto (13:30)</b>  Round table discussion on priorities for the profession.  <i>Lead: Aileen Bryson (Practice &amp; Policy Lead) and Susanne Cameron-Nielsen (Head of External Relations) (30 mins)</i></p>	Discuss
15.	<p><b>Medicines Shortages (14:00)</b>  The Scottish Pharmacy Board is asked to discuss the RPS policy position on medicines shortages (Item: 15.01/SPB/18)  <i>Lead: Aileen Bryson (Scottish Practice and Policy Lead) and Charles Willis (Head of GB Public Affairs) (20 mins)</i></p>	Decision
16.	<p><b>Falsified Medicines Directive (14:20)</b>  The Scottish Pharmacy Board to receive an update on recent developments. The Scottish Pharmacy Board is asked to discuss RPS support for a revised Memorandum of Understanding (MoU). (Item: 15.01/SPB/19 and 15.01/SPB/19-app1).  <i>Lead: Aileen Bryson (Scottish Practice and Policy Lead) and Charles Willis (Head of GB Public Affairs) (30 mins)</i></p>	Update and decision on the MoU.
17.	<p><b>Any other competent business. (14:50)</b>  Members should inform the Secretary to the SPB in writing at least 48 hours before the meeting of any matter that is to be raised under any other competent business.  <i>Lead: Secretary to the Board (10 mins).</i></p>	

18.	<b>Date of next meeting. (15:00)</b> The date of the next formal Scottish Pharmacy Board meeting is Wednesday 22 April 2015.	
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**For Information:**

- **English Pharmacy Board Public and Confidential Business Agendas**
- **Welsh Pharmacy Board Public Business Agenda**

**Agenda ends.**

There will be a short break of 10 minutes before the commencement of the Confidential Business meeting.