

Scottish Pharmacy Board Meeting

PUBLIC BUSINESS

Meeting to be held on Wednesday 30 September 2015, 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.

PUBLIC BUSINESS AGENDA

Item number and start times	Subject	Purpose	Related papers/slides	Objective	Item led by
1 (10:00)	Welcome	For information	No paper	Welcome and introductions to members and guests	Chair
2	Apologies	For information	No paper/Verbal address	To note apologies.	Chair
3	Declarations of Interest	For information	15.09/SPB/03	To note declarations of interest (either standing interests or interests specific to this meeting)	Chair
4 (10:05)	Minutes	For approval	15.09/SPB/04-app1 15.09/SPB/04-app2	To approve minutes from the SPB Open Business meetings held on 16 and 17 June 2015. (Board members are asked to forward any amendments to CR / AMacK in advance of the meeting).	Chair
5 (10:10)	Matters arising	For raising	No paper	To note matters arising from the above minutes that are not specifically included on the agenda.	Chair
6. (10:20)	RPS Governance Handbook (Latest	For noting	15.06/SPB/06 & 15.06/SPB/06-app1	The Scottish Pharmacy Board is asked to note the Governance Handbook 2015-2016 as approved and	Chair

	revision) 2015-2016			adopted by the Assembly at their meeting in July. The handbook can be found on the RPS website at the following link: Governance Handbook 2015-2016.	
7. (10:25)	Prescription for Excellence (PfE)	For information and discussion	No paper	An update on the current revision of PfE expected from the Chief Pharmaceutical Officer	Chair / Alex MacKinnon
8. (10:30)	Research Ready	For information	Verbal Update		Rachel Joynes (Head of Research)
9. (10:45)	Public Affairs	For approval	Presentation	To approve the strategic approach for remainder of 2015 and for 2016	Susanne Cameron-Nielsen
10 (10:55)	RPS Conference	For information and discussion	Verbal update	To update SPB on the RPS Conference and to receive feedback from Board Members who attended the event	Dr Anne Boyter
Coffee 11:05 – 11:15					
11 (11:15)	RPS in Scotland National Seminar 2015	For information and discussion	Verbal update	To update SPB on the RPS in Scotland National Seminar and to receive feedback from Board Members who attended the event	Chair
12 (11:45)	SPB Business Plan Q3	Update and discuss	15.09/SPB/12 & 15.09/SPB/12-app1	Alex MacKinnon (Director for Scotland) to provide a brief update on the current position with regard to the delivery of the Scottish Pharmacy Board's 2015 Business Plan.	Alex MacKinnon
		To support	Presentation	The Scottish Pharmacy Board is asked to approve the Scottish Pharmacy draft Business Plan for 2016.	Alex MacKinnon
		To support	Verbal	Proposal to retain Business Support Assistant role and for it to become a permanent position.	Alex MacKinnon
		To support	Verbal	Proposal for Public Affairs / PR (Scotland) Intern role to	Alex MacKinnon

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				become a permanent position.	
13 (12:15)	Policy and consultations				Aileen Bryson
	Public and Patient Involvement (PPI)	For discussion	Verbal	To update the Board on the outcomes of the Strategy around the approach to our PPI programme.	Aileen Bryson
	Access to the electronic patient record	For discussion	Verbal	To agree campaign approach and tactics to our autumn campaign.	Aileen Bryson
	SPB Manifesto	For approval	15.09/SPB/13	To agree Manifesto items	Aileen Bryson/ Susanne Cameron-Nielsen
<p>LUNCH 13:00 – 14:00 (Please be aware that the photographer will be here to take group photos and also photos of Board members who weren't at the June meetings).</p>					
14 (14:00)	Professional Development and Support Update	For information & discussion	15.09/SPB/14	This paper will now include the Science and Research Update and the Library and Museum Update	Dr Rachel Joynes
15 (14:15)	Chair and Vice-Chair's Report	For information and noting	15.09/SPB/15	For information. These papers will not be discussed on the day but if you have any questions about any of the papers, please forward them to Carolyn .	Dr John McAnaw/ Jonathan Burton
16	NES RPS Educational Report	For information and noting	15.09/SPB/16 & 15.09/SPB/16-app1		Deborah Stafford
17 (14:15)	Key Messages	For decision	Verbal	SPB to agree key messages for pharmacy press from the meeting.	Susanne Cameron-Nielsen
18 (14:25)	Any other business	For discussion		Scottish Pharmacy Board members should inform the Board Secretary in writing at least 48 hours before the meeting of any matter that is	Chair

				to be raised under Any other Business.	
19 (14:30)	Dates of next meetings	For information	(All dates to be diarised. Board meeting dates are firm dates but working days will only be used at the discretion of the Chair and Director for Scotland).	<ul style="list-style-type: none"> • Wednesday 20 January 2016 • Strategy Day: Tuesday 3 November 2015 (TBC) • Wednesday, 29 April 2016 • Tuesday 14 June 2016 • Wednesday 14 June 2016 	Chair
Close of meeting: 14:30					