

Scottish Pharmacy Board Meeting

PUBLIC BUSINESS

Meeting to be held on Wednesday 28 September 2016, 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 am) 5 mins	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	16.09/SPB/03	To note declarations of interest (either standing interests or interests specific to this meeting)	Chair
4 (10.05 am) 10 mins	Minutes	For approval	16.09/SPB/04	To approve minutes from the SPB Public Business meeting held on 15 June 2016. (Board members are asked to forward any amendments to CR / AMacK in advance of the meeting).	Chair

5 (10.15 am) 10 mins	Matters arising	For raising	No paper	To note matters arising from the above minutes that are not specifically included on the agenda.	Vice-Chair
6. (10.25 am) 5 mins	RPS Governance Handbook (Latest revision) 2016-2017	For noting	16.09/SPB/06 (hyperlink to Governance handbook 2016-2017).	The Scottish Pharmacy Board is asked to note the Governance Handbook 2016-2017 as approved and adopted by the Assembly at their meeting in July. The handbook can be found on the RPS website at the following link: Governance Handbook 2016-2017 .	Chair
7. (10.30 am) 10 mins	Prescription for Excellence (<i>PfE</i>)	For information and discussion	No paper	Dr John McAnaw and Alex MacKinnon (Director for Scotland) to provide verbal updates on the <i>PfE</i> Steering Board, the <i>PfE</i> Reference Group and other <i>PfE</i> working groups as appropriate.	Dr John McAnaw Alex MacKinnon
8. (10.40 am) 35 mins	1. SPB Business Plan 2016 Q2 2. SPB Business Plan 2017	1. Update 2. Discussion	1. 16.09/SPB/08 2. Presentation	1. Alex MacKinnon to provide a brief update on Q2 with regard to the delivery of the Scottish Pharmacy Board's 2016 Business Plan. 2. Board members to discuss thoughts and aspirations to aid the development of the 2017 SPB Business Plan.	Alex MacKinnon
Refreshment break – 11.15 am to 11.30					
9. (11.30 am) 15 mins	Feedback on RPS Conference 2016	For discussion	Verbal	To gain feedback on the RPS Conference 2016 from Board members who attended the event.	SPB members
10. (11.45 am) 20 mins	Policy and consultations RCGPRPS Joint Statement Evidence to Health and Sport committee Ways of working	 For noting For noting For discussion	 16.09/SPB/10(i) 16.09/SPB/10(ii) Verbal		Aileen Bryson

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11. (12.05 pm) 15 mins	RPSiS National Seminar 2017	For discussion and agreement	16.09/SPB/11	To discuss and gain agreement on the content and format of the next RPSiS seminar 2017	Carolyn Rattray
12. (12.20 pm) 20 mins	Professional Development and Support Update	For information and noting	16.09/SPB/12	This paper refers to Q2 and includes the Science and Research Update and the Library and Museum Update. Q3's update will be circulated in the first weekly update after it has been approved on 4 October 2016.	Dr Catherine Duggan
<p>Lunch – 12.40 pm to 1.30 pm</p> <p>Please note that the photographer will be attending to take Board photos</p>					
13. (1.30 pm) 5 mins	Chair and Vice-Chair's Report	For information and noting	16.09/SPB/13	To note an update on activities from the Chair and Vice-Chair since the Board meeting in April 2016.	Chair
14. (1.35 pm) 25 mins	Audio-visual presentation	For information		Using conference call facility at the RPS	Dr Michael Bonne
15. (2.00 pm) 5 mins	Website Development Project	For information and noting	16.09/SPB/15	An update on the current RPharmS website redevelopment project.	Susanne Cameron-Nielsen
16. (2.05 pm) 10 mins	Key messages	For decision	Verbal	SPB to agree key messages for pharmacy press from the meeting.	Susanne Cameron-Nielsen

17. (2.15 pm) 5 mins	Any other 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 Any other Business.	Chair
17. (2.20 pm)	Date of next formal meeting of the SPB	For information		<ul style="list-style-type: none"> Wednesday, 18 January 2017 	Chair
<p>Close of meeting: 2.20 pm</p> <p>There will be a 10 minute refreshment break before commencing the Confidential Business meeting.</p>					