

Scottish Pharmacy Board Meeting

PUBLIC BUSINESS

Meeting to be held on Wednesday 18 January 2017, 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	17.01/SPB/03	To note declarations of interest (either standing interests or interests specific to this meeting)	Chair
4 (10:10)	Minutes	For approval	17.01/SPB/04	To approve minutes from the SPB Public Business meeting held on 28 September 2016. (Board members are asked to forward any amendments to CR / AMacK in advance of the meeting).	Chair

5 (10:20)	Matters arising	For raising	No paper	To note matters arising from the above minutes that are not specifically included on the agenda.	Chair
6. (10:35)	National Pharmacy Board Elections 2017	For noting	17.01/SPB/06	The Scottish Pharmacy Board is asked to note paper: 17.01/SPB/06 regarding information on the National Pharmacy Board elections 2017.	Chair
7. (10:40)	Governance Update	For information	17.01/SPB/07	The Scottish Pharmacy Board is asked to note paper: 17.01/SPB/07. This is a briefing paper on changes to governance, which were agreed at the November 2016 RPS Assembly meeting.	President
8. (10:50)	Appointment of a Lay Member to the RPS Assembly	For noting and discussion	17.01/SPB/08	The Scottish Pharmacy Board is asked to note paper: 17/01/SPB/08 and to propose nominations for the position of Lay Member to the RPS Assembly.	President
9. (11:00)	Prescription for Excellence (PfE) updates	Verbal update	No paper	The Chair / AMacK to provide an update on the revision of PfE and progress of the existing working groups.	Chair / Alex MacKinnon
10. (11:05)	SPB Business Plan 2016 Q4	Update	17.01/SPB/10	Alex MacKinnon (Director for Scotland) to provide a brief update on the final position with regard to the delivery of the Scottish Pharmacy Board's 2016 Business Plan.	Alex MacKinnon
11. (11:15)	SPB Business Plan 2017	Final approval	17.01/SPB/11	The Scottish Pharmacy Board is asked to approve the SPB Business Plan 2017.	Alex MacKinnon
Coffee 11:30 to 11:45					
12. (11:45)	Update on RPS Conference 2017	For information	Verbal	To update the SPB on progress related to the RPS conference for September 2017	Dr Anne Boyter

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13. (11:50)	Overview of Scottish Research Ready Project	For information and discussion	Verbal	To update the Scottish Pharmacy Board on progress of the RPS Research Ready project in Scotland and for the SPB to ask questions on the project.	Leaghann Watson
14. (12:05)	RPS / NES Educational project	For information	Verbal	To update the SPB on progress of the 2 nd RPS / NES educational project and for the SPB to ask questions on the project.	Heather Harrison
15. (12:20)	This item to be taken In Confidential Business			Demonstration of the new RPS website	
16. (12:40)	Policy and consultations				Aileen Bryson
	Medicines shortages in secondary care	For noting	17.01/SPB/16		
	Access to records	For noting	17/01/SPB/16(i)		
	Homeopathy	For final approval	17.01/SPB/16(ii)		
	2017 GB Campaigns	For discussion			
17. (13:00)	This item to be taken In Confidential Business				

LUNCH 13:05 – 13:40

18. (13:40)	Local Engagement	Workshop	No paper	SPB members are asked to consider their role in supporting RPS Pharmacy Champions as both SPB Members and as RPS Members.	Alex MacKinnon
19. (14:00)	MSP Survey 2016	Presentation	No paper	SPB Members to be presented with the results of the 2016 MSP Survey.	Susanne Cameron-Nielsen
20. (14:15)	Professional Development and Support Update	For information and noting	17.01/SPB/20		Dr Catherine Duggan
21. (14:25)	Quality Roadshows	For information	No paper	The SPB to be provided with an update on the Quality Roadshows held to date and those planned for 2017	Annamarie McGregor
22. (14:35)	Chair and Vice-Chair's Report	For noting and information	17.01/SPB/22	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 .	Chair / Vice-Chair
23. (14:40)	Key messages	For decision	Verbal	SPB to agree key messages for pharmacy press from the meeting.	Susanne Cameron-Nielsen
24. (14:45)	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
25. (14:50)	Dates of next meetings	For information		<ul style="list-style-type: none"> • Wednesday 15 March 2017 (Strategy Day) • Wednesday, 26 April 2017 • Tuesday, 13 June 2017 (SPB Induction) • Wednesday 14 June 2017 • Wednesday, 27 September 2017 <p>(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).</p>	Chair
Close of meeting: 14:45 - there will be a break of 15 minutes before the start of Confidential Business.					