

Welsh Pharmacy Board Meeting 13 October 2016

OPEN BUSINESS

Meeting to be held on Thursday 13 October 2016 from 9.30 a.m. to 4.30 pm at 2 Ash Tree Court, Cardiff Gate Business Park, Cardiff, CF23 8RW

Open Business will be held from 9.30am to 12.45pm

Confidential Business will be held from 12.45pm to 4.30pm

Please note: Regarding agenda items that are for noting, members of the Welsh Pharmacy Board are requested whenever practical, to raise questions with the appropriate person outside of the meeting, so that only matters of substance need to be dealt with at the meeting.

OPEN BUSINESS AGENDA

Item number and start times	Subject	Purpose	Related papers/ slides	Objective	Item led by
1 (9:30)	Welcome	For information	No paper	Welcome and introductions to members and guests <ul style="list-style-type: none"> • Martin Astbury, President • Helen Gordon, CEO (Via Video Conference) • Brian Walters, RPS Director of Business Development • Neal Patel, Head of Corporate Communications • Julia Robinson, RPS/PJ Correspondent • Janet Gilbertson, Member Observer • Mark Francis, Member Observer • Steve Symonds, Member Observer 	Chair

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2	Apologies	For information	No paper/Verbal address	To note apologies.	Chair
3	Declarations of Interest	For information	Item 16.10/WPB/03	The Welsh Pharmacy Board (WPB) is reminded that each member is personally responsible to notify the Secretary to WPB of any amendment to their register of interests	Chair
4	Minutes	For approval	Item 16.10/WPB/04	To approve minutes from the previous WPB Meeting on 21 June 2016.	Chair
5	Matters Arising	For Noting	No paper	Matters arising from the Open Business part of the minutes not specifically included in the agenda	Chair
6	Call for any other business	For Noting	No paper	Any items not already notified to the office should be confirmed now and will be taken at the end of the meeting.	Chair
7	Governance Handbook 2016-2017	For Noting	No paper issued (due to size) please view handbook at http://www.rpharms.com/assembly-pdfs/governancehandbook.pdf	The WPB is asked to note the Governance Handbook 2016/2017 edition, as approved by the Assembly at their meeting in July.	Chair
8 (10:00)	Leadership in Wales - Welsh Directorate Update	For Noting	16.10/WPB/08	To provide an update on the Welsh Directorate activities in the last quarter. <ul style="list-style-type: none"> - Director's update – including MPC, 111 OOH, Staff update etc - Q3/4 Operational Performance Update 	Mair Davies
8.1 (10.20)	Chair's update	For noting	16.10/WPB/08.1	To note Chair's update including an update from the Assembly. <ul style="list-style-type: none"> - Welsh Pharmacy Partnership - Error Reporting Leadership Group - Other engagement activities 	Chair

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8.2 (10.40)	Consultation updates and key policy statements formed by consultation responses	For noting	16.10/WPB/08.2	To update the Board on recent consultation responses submitted by RPS and the WPB and the key policy statements contained within these responses.	Elen Jones
8.3 (10.45)	Public Affairs Update	For noting	16.10/WPB/08.3	To update the Board on public affairs activities in Q3	Ross Gregory
8.4 (10.50)	Member Engagement	For noting	16.10/WPB/08.4	To update the Board on Welsh member engagement activities in Q3	Jodie Williamson
8.5 (10.55)	RPS 6th Annual Medicines Safety Conference	For Noting	16.10/WPB/08.5	To update the Board on progress and the conference programme.	Ross Gregory
11:00 – 11:15 Coffee break (15 minutes)					
9. (11.15)	Information Management and Technology (IM&T) in Wales	For noting		To provide an update on IM&T in Wales	Cheryl Way
10. (11.20)	Workforce and Ministerial Taskforce	For noting and discussion		To provide an update on workforce group and Ministerial Taskforce	Karen Hodson
11. (11.30)	Matters to report	For noting and discussion	16.10/WPB/11i 16.10/WPB/11ii	i) Professional Development and Support including Science and Research and Faculty Update ii) Website Re-Development	Chair

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12. (11:45)	Any Other Business	For discussion		To note any other business	
13. (11:50)	Key Messages from meeting	For Agreeing		Board to agree key messages to be published to members	Chair
14. (11.55)	Date of Next Meeting	For Noting	16.10/WPB/14	To note the upcoming meetings in 2017 ; <ul style="list-style-type: none"> • Thursday, 2 Feb – WPB meeting • Monday, 24 April – WPB working day (tbc) • Tuesday, 25 April – WPB meeting • Monday, 19 June – WPB Induction/working day • Tuesday, 20 June – WPB meeting • Thursday, 14 Sept – WPB working day • Thursday, 12 Oct – WPB meeting 	Chair
15. (12:00)	The following items are circulated for information	For Information	16.10/WPB/15i & 15ii	Open Business Agendas; <ul style="list-style-type: none"> • Scottish Pharmacy Board Meeting –28 Sept 2016 • English Pharmacy Board Meeting –6 Oct 2016 	The following items are circulated for information
12:00 – 12:45 Lunch (45 minutes)					
Close of Open Business meeting at 12:00					
Opening of Confidential Business meeting at 12:45					