

## Welsh Pharmacy Board Meeting 02 February 2017

## OPEN BUSINESS

Meeting to be held on Thursday 02 February 2017 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 - 12.30pm and 1.15pm – 2.00pm

Confidential Business will be held from 2.00pm 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"> <li>• Martin Astbury, President (via video conferencing)</li> <li>• Helen Gordon, CEO</li> <li>• Professor Jayne Lawrence, Chief Scientist, RPS (via video conferencing)</li> <li>• Julia Robinson, RPS Correspondence (via video conferencing)</li> <li>• Andrew Evans, CPO, Welsh Government (Restricted Agenda)</li> </ul>	Chair

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2	Apologies	For information	No paper/Verbal address	To note apology; Ruth Mitchell, Board member	Chair
3	Declarations of Interest	For information	17.02/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	17.02/WPB/04	To approve minutes from the previous WPB Meeting on 13 October 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 (09:45)	Elections for 2017	To note	17.02/WPB/07	The Board is asked to note the paper on the 2017 elections.	Mair Davies
8. (09:50)	Appointment of Lay Member	For decision	17.02/WPB/08	The Board is asked to note paper and to propose nominations for the position of Lay Member to the RPS Assembly.	Chair / CEO
9. (09:55)	Governance Review - Briefing Note for Boards	For noting	17.02/WPB/09	To note a number of governance related items Assembly members approved at the meeting in November	Chair / CEO
10. (10.00)	Leadership in Wales – Welsh Directorate Update	For decision	17.02/WPB/10	<ul style="list-style-type: none"> <li>• To sign-off the 2016 WPB Business plan</li> <li>• To approve the 2017 WPB Business plan</li> <li>• To receive an update on the Welsh Directorate activities and programme for 2017</li> </ul>	Mair Davies
10.1 (10.15)	Chair's update	For noting	17.02/WPB/10.1	To note Chair's update including an update from the activities to date and the RPS Assembly as appropriate.	Chair

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10.2 (10.30)	Consultation updates and key policy statements formed by consultation responses	For noting	17.02/WPB/10.2	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
10.3 (10.50)	Public Affairs Update	For noting	17.02/WPB/10.3	To update the Board on public affairs activities for Q1	Ross Gregory
10.4 (11.00)	Member Engagement	For discussion and decision	17.02/WPB/10.4	To discuss the new Local Engagement model for 2017	Jodie Williamson

**11:15 – 11:30 Coffee break (15 minutes)**

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**RESTRICTED BUSINESS**

*(restricted attendance - only the attendance of WPB members are required for this session)*

1 (11:30 – 12.30)	Welsh Government Update	For information	No paper	To receive an update from Andrew Evans, Chief Pharmaceutical Officer, Welsh Government	Andrew Evans
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**12:30 – 1:15 Lunch (45 minutes)**

**OPEN BUSINESS**

*(Open Business session is open to all attendances to the WPB meeting)*

11 (1.15)	Board member updates; i) Information Management and Technology (IM&T) in Wales ii) Attendance to 2016 Political Party Conference	For noting	17.02/WPB/11i	i) Update on IM&T in Wales	Cheryl Way
			17.02/WPB/11ii	ii) Update on 2016 political party conference attendance	Richard Evans
12. (1.25)	Update on OTC – Evidence on Efficacy	For noting	17.02/WPB/12 (video conferencing)	To provide some background to recent work of the RPS Science Team on this project.	Prof. Jayne Lawrence

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13. (1:40)	Matters to report	For noting	17.02/WPB/13i  17.02/WPB/13ii	i) Professional Development and Support including Science and Research and Faculty Update – PSD team ii) Website Re-Development – Nick David, Website Manager	Mair Davies
14. (1:50)	Any Other Business	For discussion		To note any other business	
15. (1:55)	Key Messages from meeting	For agreeing		Board to agree key messages to be published to members	Chair
16. (2:00)	Date of Next Meeting	For noting		To note the Board meetings in <b>2017</b> ; <ul style="list-style-type: none"> <li>• Wednesday, 3 May – WPB meeting</li> <li>• Monday, 19 June – WPB Induction/working day</li> <li>• Tuesday, 20 June – WPB meeting</li> <li>• Thursday, 14 Sept – WPB working day</li> <li>• Thursday, 12 Oct – WPB meeting</li> </ul>	Chair
17. (2:00)	The following items are circulated for information	For information	17.02/WPB/17i & 17ii	Open Business Agendas; <ul style="list-style-type: none"> <li>• Scottish Pharmacy Board Meeting – 18 Jan</li> <li>• English Pharmacy Board Meeting – 26 Jan</li> </ul>	The following items are circulated for information

**Close of Open Business meeting at 2.00**

**Opening of Confidential Business meeting at 2:00**