



Assembly Meeting

To be held at 9.00 am to 16.00 pm on Wednesday 17th July at RPS, 66-68 East Smithfield, London, E1W 1AW.

Agenda - Open Business

1. **Welcome to Assembly members & apologies for absence 9.00**

ITEMS FOR NOTING

Members are advised that no discussion will be held on these items at the meeting unless a member notifies the President 48 hours in advance of the meeting of any point they wish to raise

2. **Code of Conduct & Remit of Assembly and COG 9.00 – 9.05**
Governance Manager

3. **Declarations of interest 9.05 – 9.10**
Governance Manager

4. **Minutes of the Open Business the Assembly meeting 9.10 – 9.15**
20th March

To note and approve the minutes of the meetings – any points of material correction or amendment should be notified to the President at least 48 hours in advance of the meeting

Governance Manager

5. **Matters arising from the Open Business minutes not specifically included in the agenda**

- a) Item 05(c) – Comms resources **9.15 – 9.20**

To receive verbal update current resources for comms/policy etc
Director of Pharmacy & Member Experience

6. **Updates from the National Boards 9.30 – 9.45**

To note latest report
National Board Chairs

7. **President's Report 9.45 – 9.55**

To note latest report
President

8. **Treasurer's Report 9.55 – 10.05**

To note latest report
Treasurer

9. **Education & Professional Development 10.05 – 10.15**

- a) To note latest update

- b) To approve future direction of Faculty

Director of Education & Professional Development

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10. Science & Research 10.15 – 10.25

To note latest update
Chief Scientist

11. Governance Review 10.25 – 10.30

To receive a verbal update on the meeting held on 17th June
Chief Executive/Governance Manager

12. 2019 Events 10.30 – 10.35

To note update on events planned for the coming year
Director of Pharmacy & Member Experience

13. Schedule of Meetings for 2020 10.35 – 10.40

To note dates of Assembly and Board meetings for 2020
Governance Manager

14. One RPS Behaviours 10.40 – 10.50

To invite Assembly members to express support
President

15. Any other business 10.50 – 11.00

Any other items of business to be notified to the President 48 hours before the meeting

a) To formally approve any action agreed by Assembly at the Induction Day meeting

Date of next meeting 11.00

To note the date of the Assembly Working Day and Meeting, 12th & 13th November

COFFEE 11.00 – 11.05

Confidential Business

**16. Minutes of the Confidential Business of the Assembly meeting 19th & 20th March
11.05 – 11.10**

To note and approve the minutes of the meetings – any points of material correction or amendment should be notified to the President at least 48 hours in advance of the meeting
Governance Manager

17. Matters arising from the Confidential Business minutes not specifically included in the agenda

None – all covered under agenda items

18. Pharmacy Technicians & wider Workforce Development 11.10 – 11.55

To note update on Part A business plan and approve future direction
Director of Innovation & Enterprise

19. International 11.55 – 12.45

- a) To receive and approve the proposals re International member offer
 - b) To note latest update on PGEU
 - c) To approve proposal re amendment to the Regulations re fee changes
- Director of Innovation & Enterprise*

LUNCH 12.45 – 13.45

20. Finance and Corporate Services

a) Business Information Pack 13.45 – 14.00

To note the latest BIP for 2019
Director of Finance & Corporate Services

b) Finance & Investment Committee 14.00 – 14.10

To note the minutes of the meeting held on 13th March and receive a verbal update on the meeting held on 25th June
Treasurer

c) Audit and Risk Committee 14.10 – 14.20

i) To note the minutes of the meeting held on 7th March and receive a verbal update on the meeting held on 1st July

d) Risk Register 14.20 – 15.00

To note and discuss the latest Risk Register and introduce the incoming Chair of Audit & Risk Committee
Director of Finance & Corporate Services

21. Member Experience 15.00 – 15.25

- a) To note the latest update on membership, marketing, communications and digital.
 - b) Panel of Fellows
- To note the list of new Fellows
Director of Pharmacy & Member Experience

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22. Any Other Business – Confidential items

Any other items of business to be notified to the President 48 hours before the meeting

a) Hanbury & Harrison Medals 15.25 – 15.30

To note the 2019 recipients – paper to be tabled

Chief Scientist

23. Close of meeting 15.30