



## Assembly Meeting

To be held at 9.00 am to 16.00 pm on Wednesday 14<sup>th</sup> November 2018 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 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**  
**17<sup>th</sup> & 18<sup>th</sup> July 2018**  
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) **2019 AGM 9.15 – 9.20**  
To receive an update on arrangements for the 2019 AGM  
*Director of Finance & Corporate Services/Director of Pharmacy & Member Experience*
  - b) **Phase Two Governance Review 9.20 – 9.30**  
To receive an update on the meeting held on 10<sup>th</sup> September  
*Lay Member*
6. **National Pharmacy Board elections 9.30 – 9.35**
  - a) **Effective dates**  
Effective dates for National Board and Assembly members in 2019  
*Governance Manager*
  - b) **2019 Election Scheme**  
To adopt the election scheme for 2019  
*Governance Manager*

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7. **Appointed Assembly members 9.35 – 9.40**  
To note the process for appointing Academic, Lay and Pharmaceutical Scientist members in 2019  
*Governance Manager*
8. **Updates from the National Boards 9.40 – 9.55**  
*National Board Chairs*
9. **President's Report 9.55 – 10.00**  
*President*
10. **Treasurer's Report 10.00 – 10.05**  
*Treasurer*
11. **Education & Professional Development 10.05 – 10.25**
  - i) To note the 2018 report from the Faculty & Education Board  
*Director of Education & Professional Development/Chair, Faculty & Education Board*
12. **Science & Research 10.25 – 10.45**
  - i) To note the 2018 report from the Science & Research Board  
*Chief Scientist/Chair, Science & Research Board*
  - ii) To note the latest Science & Research Team update  
*Chief Scientist*

### COFFEE 10.45 – 10.55

13. **2018 FIP Congress 10.55 – 11.05**  
To note a report on outcomes from the 2018 Congress and update on future engagement with FIP  
*Director of Pharmacy & Member Experience*
  - b) 2019 Annual Conference  
To receive a verbal update on 2019 plans  
*Director of Pharmacy & Member Experience*
14. **Annual Health and Safety Report 11.05 – 11.10**  
To note the annual report  
*Director of Finance & Resources*
15. **Any other business 11.10 – 11.15**  
***Any other items of business to be notified to the President 48 hours before the meeting***
16. **Date of next meeting 11.15**  
To note the date of the Assembly Working Day 19<sup>th</sup> March and Assembly Meeting 20<sup>th</sup> March 2019