

Scottish Pharmacy Board Business Meeting

Meeting to be held on Wednesday 25 September 2019, at Holyrood Park House, 106 Holyrood Road, Edinburgh, EH8 8AS.

The Board meeting will commence at 10:00 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.
3. Please note that, in the interests of time-keeping, items for noting will not be discussed unless prior notice is given.

Item number and start times	Subject	Purpose	Related papers/ slides	Objective	Item led by
1. (10:00)	Welcome	For information	Verbal	Welcome and introductions to members and guests.	Chair
2. (10:05)	Apologies	For information	Verbal	To note apologies.	Chair
3. (10:10)	Declarations of Interest	For noting	19.09/SPB/03	To note declarations of interest (either standing interests or interests specific to this meeting).	Chair
4. (10:15)	Minutes	For approval	19.09/SPB/04(i) 19.09/SPB/04(ii)	To approve minutes from the SPB Public Business meetings held on 2 July 2019 (Elections) and 3 July	Chair

				2019. (Board members are asked to forward any amendments to CR / AMK in advance of the meeting).	
5. (10:25)	Actions Log	For raising	19.09/SPB/05	To consider matters arising from the minutes of the Business meeting held on Wednesday 3 July 2019.	Chair
6. (10:40)	SPB Business Plan 2019 (Quarter 3)	For information and discussion	19.09/SPB/06	Alex MacKinnon, Director for Scotland, to provide an update on progress of the work streams of the Scottish Pharmacy Board (SPB) Business Plan (BP) 2019.	Alex MacKinnon
Refreshment Break (11:10 – 11:20)					
7. (11:20)	Science and Research	For information and discussion	19.09/SPB/07	Dr Colin Cable to provide an update on Q3 activities of the Science and Research team	Dr Colin Cable
8. (11:40)	Topol presentation	For information and discussion	Presentation and discussion	Sue Lacey-Bryant to present on the Topol Report. This will be followed by a Q and A session.	Sue Lacey-Bryant
Lunch (12:40 – 13:30)					
Please be aware that items 9, 10, 11, 12 and 13 contain sensitive business information and should be considered as such.					
9. (13:30)	Assessment and Credentialing Strategy	For information	19.09/SPBC/09 and presentation	Joseph Oakley (Head of Assessment & Credentialing) to provide an update on the RPS assessment and credentialing strategy.	Joseph Oakley
10. (13:50)	RPS Faculty Review Update	For information	Presentation	Chris John (Head of Workforce, Policy & Projects) to provide an update on the RPS Faculty Review.	Chris John

Scottish Pharmacy Board Business Meeting

11. (14:10)	RPS Education & Professional Development Update	For noting	19.09/SPBC/11	The Scottish Pharmacy Board (SPB) to receive an update on Education and Professional Development activities including updates on delivery of business plan.	Dr Gail Fleming
12. (14:30)	Pharmacy and Member Experience Update	For information and discussion	19.09/SPBC/12	Robbie Turner, Director of Pharmacy & Member Experience (P&ME), to update on the workstreams of the P&ME Directorate	Robbie Turner
13. (14:50)	Treasurer's Report	For information and discussion	Verbal update	Mahendra Patel (RPS Treasurer) to provide an update of the RPS Financial position.	Mahendra Patel
14. (15:10)	Social Media	For noting	19.09/SPB/14	SPB to receive an update on social media activity in Q3, 2019.	Boyana Atanasova
Refreshment Break (15:20 – 15:30)					
15. (15:30)	Brexit	For discussion	Verbal	The SPB is asked to consider the possible impact of Brexit for medicines' supply and the need for professional guidance.	Jonathan Burton
16. (15:50)	Public Affairs update	For information and discussion	19.09/SPB/16	Helen Reilly (HR), Head of External Affairs, to provide an update on activities pertaining to public affairs.	Helen Reilly

17. (16:10)	Policy and Consultations	For noting	19.09/SPB/17(i)	GB Policy Update.	Aileen Bryson
		For noting	19.09/SPB/17(ii)	RPS response to the Health & Sport Committee Consultation on Primary Care.	ABr
		For noting	19.09/SPB/17(iii)	Consultations' Update	ABr
18. (16:25)	Updates on Board Member representation	For information	19.09/SPB/18	To note an update on Board Member activities carried out as RPS SPB representatives since the July 2019 Scottish Pharmacy Board meeting.	Chair
19. (16:35)	Sharing of Board papers	For discussion and decision	Verbal	The President has asked the National Boards to consider whether Board papers should be made available on the RPS website.	Chair
20. (16:45)	Key messages	For decision	Verbal	To agree the key messages from the meeting for wider distribution.	Helen Reilly
21. (16:55)	Any other competent 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 <i>Any Other Competent Business</i> .	Chair
Close of meeting: 17:00					