

COUNCIL

Meeting to be held on Tuesday 3 February and Wednesday 4 February 2009 at 1 Lambeth High Street, London SE1 7JN

The Council meeting will commence at 1030 on 3 February in committee session. The formal Council meeting will commence in public session at 1400 and continue on 4 February at 0900.

Agenda

PUBLIC BUSINESS

1. **Apologies for absence**
2. **Declaration of interests**
3. **Welcome to guests**
4. **Minutes of the public business part of the meetings of Council held on 2 & 3 December 2008** (*attached*)
5. **Matters arising from the public business part of the minutes not specifically included in the agenda**

Professional leadership matters

6. **New professional body for pharmacy: Prospectus**
to consider a report from Nigel Clarke on the feedback received and to adopt – as amended – the Prospectus for the new professional body ([09.02/C/01](#) attached; lead staff, *Jeremy Holmes, Chief Executive & Registrar*)
7. **Transitional Working Group Report**
to receive a report from the working group ([09.02/C/02](#), lead staff; *Howard Duff, Director for England*)
8. **Consultation on proposed Charter amendments**
to approve proposed Charter amendments and the process for consultation ([09.02/C/03](#); lead staff, *Michele Savage, Adviser on professional body governance*)
9. **Practice Guidance for the provision of printed Medication Administration Record Charts by Community Pharmacists: proposed recommendation for changes to guidance**
to approve changes to the guidance ([09.02/C/04](#) attached; lead staff, *Heidi Wright, Head of Practice*)

10. **Public interest and health issues**
to note any matters raised by Council members
11. **The work and future of the Commonwealth Pharmacists Association**
to receive a presentation by Mr Ivan Kotze, President of the Commonwealth Pharmacy Association (CPA) (*An information pack on the CPA will be circulated to Council members for this item*)

[This item to be taken at 1600 on Tuesday 3 February]

12. **Commonwealth Pharmacists Association (CPA) – Society’s representative on the CPA Council – Call for expressions of interest**
to request expressions of interest for appointment of the Society’s representative on the CPA ([09.02/C/05](#) attached; lead staff, Jeremy Holmes, Chief Executive & Registrar)

FOR NOTING

13. **Work streams briefs**
to note the briefs describing the scope of work in the different streams ([09.02/C/06](#); lead staff, Howard Duff, Director for England)

Regulatory matters

14. **CHRE Performance Review 2008/2009: submission of draft self-assessment**
to approve the Society’s submission to CHRE for 2008/2009 ([09.02/C/07](#) attached; lead staff, Eileen Neilson, Head of Policy Development)
15. **Referrals from Education Committee: Review of CPD records maintained on paper**
to agree recommendations from the Education Committee ([09.02/C/08](#) attached, lead staff, Peter Wilson, Head of Post registration)
16. **Referrals from Law & Ethics Committee**
 - a) **Standards and guidance for continuing professional development**
to agree recommendations ([09.02/C/09](#) attached; lead staff, Peter Wilson, Head of Post registration)
 - b) **Addition of non-compliance with CPD requirements to the list of cases which would not be referred to the Investigating Committee**
to agree recommendations ([09.02/C/10](#) attached; lead staff, Priya Sejpal, Head of Professional Ethics)
 - c) **Posting of medicines**
to agree the Society’s policy on posting of medicines to third persons ([09.02/C/11](#) attached; lead staff, Priya Sejpal, Head of Professional Ethics)

17. **Revalidation standards: report to Department of Health**
to consider and approve a report for submission to the Department of Health
([09.02/C/12](#); lead staff, Peter Wilson, Head of Post registration)

FOR NOTING

18. **Revalidation Advisory Group**
to note the report ([09.02/C/13](#); lead staff, Peter Wilson, Head of Post registration)
19. **CPD pilot report**
to note the report ([09.02/C/14](#); lead staff, Peter Wilson, Head of Post registration)

Organisational matters

20. **Chief Executive & Registrar's report**
- a) **Recommendations from the Officers**
to agree a recommendation from the Officers ([09.02/C/15](#) attached; lead staff, Jeremy Holmes, Chief Executive & Registrar)
 - b) **Lease for Bell House – affixing the Common Seal of the Society**
to ratify the affixing of the Common Seal of the Society to the lease for Bell House ([09.02/C/16](#) attached; lead staff Bernard Kelly, Director Finance & Resources)

FOR NOTING

21. **Council update**
to note the update and progress report ([09.02/C/17](#) attached; lead staff Averil Ridgway, Head of Secretariat)
22. **Any other business**

For noting

Items listed under the heading “FOR NOTING” above are circulated for information only. Council is asked to note these. Questions on the detail should be addressed to the staff lead outside the Council meeting. If a Council member wishes to discuss the detail of any of these papers please notify Averil Ridgway, Head of Secretariat, at least 48 hours before the commencement of the Council meeting in order that the President may be advised.

To be taken at 1730 on 3 February 2009

Presentation of Honorary Memberships

Lord Fraser of Carmylie

Lady Penelope Moore

Professor Dora Nkem Akunyili