

English Pharmacy Board 4 March 2009

PUBLIC BUSINESS

English Pharmacy Board meeting in Birmingham

Purpose

To consider the draft arrangements for the Board meeting in Birmingham.

Strategic objective domains

- An organisation that consistently performs as a regulator, professional representative leader and publisher

Action required

The English Pharmacy Board is asked to agree:

- that the meeting and evening event be held at Conference Aston in Birmingham; and
- the proposed guest list for the evening event.

1. Background

The English Pharmacy Board at its strategy day on 28 January 2009 agreed that their June meeting should be held in Birmingham. Birmingham was chosen as it is a major city with a School of Pharmacy situated outside London.

The aims of this event are:

- To raise awareness of the professional leadership body and how this will affect members
- To raise awareness of the Board amongst a wider audience of members and health colleagues

An evening event prior to the Board meeting was agreed in order to ensure that the most people possible could be engaged and in a more informal setting than a Board meeting.

2. Conference Aston

The Vice-Chair suggested that the conference facilities at Aston University be utilised for both the evening of the 23 June and for the Board meeting on 24 June. Publicity from the Conference Aston is attached at **Appendix A**. Accommodation is also available on site. The University is located in central Birmingham with easy access to train stations however parking is severely limited.

3. Evening 23 June 2009

An informal buffet is suggested for the evening of 23 June 2009 with the following invited guests:

Local Branch & Region members	12
Local PCT colleagues	4
Students and staff from Aston University	20
Local CPPE tutors	2
LPC Chair and Secretary	2
2 x Chief Hospital Pharmacists (local)	2

Board members' role will be to circulate and ensure the aims of the event as detailed above are clearly articulated. Feedback from the evening will be fed into the Board meeting the following day.

4. Board meeting 24 June 2009

The local Branch & Region members would be invited to the Board meeting the following day with the option for interested students and academic staff to also attend. Professor Keith Wilson, Council member, is an academic at Aston University, so liaison with the students and staff would be conducted through his contacts.

The Board may like to start the meeting earlier than the customary 1030 as it is anticipated that most Board members would have stayed onsite. A 0930 start could potentially result in a 1430 finish.

Action required

The English Pharmacy Board is asked to agree:

- i. that the meeting and evening event will be held at Lakeside Conference Centre at Aston University in Birmingham; and
- ii. the proposed guest list for the evening event.

Martyn Schofield
Deputy Head Corporate Secretariat