

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday, 9 April 2008 at 36 York Place, Edinburgh EH1 3HU

PUBLIC BUSINESS

Present

Dr R M Parr (Chairman)
Mr F Owens (Vice-Chairman)
Mr E Black
Professor C Bond
Professor G Downie

Mr A Jack
Professor H McNulty
Mrs S Melville
Ms A Timoney
Mr C Tait
Mr W Templeton

Ex-officio

Mr H Patel, President
Mr M Astbury, Vice-President,

In attendance

Lyndon Braddick, Director for Scotland; Elaine Colhoun, Office & Facilities Manager; Marie Stewart, PA to Director; Keith Geddes and Lynne Veitch, Pagoda PR.

08/13. Welcome and Apologies

The Chairman welcomed the President, Vice-President, Jeremy Holmes, Roger White, Lynne Veitch and Keith Geddes.

Apologies were received from Dr Derek Stewart, Mr David Thomson, Mr John Hanlon and Mr Jeremy Holmes.

The Chairman informed the Board that this would be Howard McNulty's last Board meeting as a member of the Scottish Pharmacy Board. She paid tribute to the contribution he had made to the work of the Board and wished him well.

The President informed the Board that this would be the last Scottish Pharmacy Board meeting that he would be attending as President of RPSGB and thanked members for their hard work on behalf of the Society. The Chairman expressed the Board's appreciation for the President's contribution to its meetings.

08/14. Declarations of Interest

The Chairman reminded members to declare any specific interests prior to discussion of agenda items.

08/15. Confirmation of Board Meeting Minutes

Scottish Pharmacy Board

approved

the minutes of the public business part of the Board Meeting held on Wednesday 30 January 2008.

08/16. Matters Arising

Scottish Pharmacy Board

agreed

that there were none.

08/17. Communications Working Group – update

Frank Owens, Chairman of the CWG, updated the Board on the main issues considered by the Communications Working Group.

Linking Board Members with MSPs

Scottish Pharmacy Board

agreed

the proposal for Board Members linking to MSPs.

Board members requested some support documentation to be drafted in order to make initial contact. They also asked that they receive background information on the MSP and be kept abreast of any special interests that the MSP might have or any current situations surrounding the MSP or local area ready for an organised meeting. Pagoda agreed to supply this information.

Annual Report

Scottish Pharmacy Board

agreed

to delegate responsibility for the production of the Annual Report to the Communications Working Group.

Prioritisation of the Contact Programme

It had been agreed to contact the following bodies as priority and to use the Manifesto for Scottish Pharmacy to engage with them.

William Templeton agreed to make contact with the Long Term Conditions Alliance.

Christine Bond agreed to make contact with the Scottish Health Council.

Scottish Pharmacy Board

agreed

that the Chair and Vice Chair should make contact with the Royal College of General Practitioners and the British Medical Association.

Arrangements for University Visits

Community Pharmacy Scotland had agreed to joint university visits with the Board. The universities are being contacted regarding suitable dates to present to the pharmacy students.

Professional Leadership Seminar

The Professional Leadership Seminar is to be held at 36 York Place, Edinburgh on Thursday 10 April. Key stakeholders from throughout Scotland had registered their attendance. A total of 54 was expected to attend the event. The day will start with presentations from the President on why the Inquiry was commissioned, Nigel Clarke on the Clarke Inquiry Report, Rose Marie Parr on the SPB initial response and finishing with Jeremy Holmes on the next steps. In the afternoon the attendees would be divided into groups for discussion, followed by a question and answer section for the panel.

Design of Key Message Cards

Board members were shown a final copy of the key message card and informed that every member in Scotland would receive a copy of the card along with the Spring edition of the SPB Newsletter. The first key message card was prominently targeted at community pharmacists, however there was an opportunity to produce a series of these cards focusing on other sectors of the profession. A corresponding article was included in the Newsletter outlining use of the cards and requesting feedback.

Exhibition and Reception at the Scottish Parliament

An exhibition is to be held at the Scottish Parliament on Tuesday 9 – Thursday 11 December. This is an opportunity to raise the profile of the SPB and it is important that Board members attend to promote the profession. A reception is being planned for Wednesday 10 December in the evening to further engage with MSPs and key stakeholders.

08/18. Clarke Inquiry

Dr Rose Marie Parr declared her interest as Director of Pharmacy for NHS Education for Scotland (NES).

Professor Howard McNulty declared his interest as General Secretary for the Institute of Pharmacy Management (IPM)

Charles Tait declared his interest as Secretary to the Scottish Management Group of the Company Chemists Association (CCA).
Alistair Jack declared his interest as Vice Chair of the National Pharmaceutical Forum (NPF)

In general the Board welcomed the *Report of the Independent Inquiry into a Professional Body for Pharmacy* and agreed with the majority of the recommendations. It was noted that the Council is in listening mode and the Board was looking forward to hearing the views of other key stakeholders in Scotland at the Professional Leadership Seminar and of the wider membership at the forthcoming Roadshows.

08/19. Scottish Office Open Day

Board members were encouraged to promote the Open Day to colleagues and friends. The closing date for applications for attendance was highlighted as Friday 18 April 2008, however this could be extended dependent on membership interest.

Scottish Pharmacy Board

agreed

to the format of the Open Day.

08/20. SPB Roadshows

The Chairman highlighted the importance of the Roadshows to communicate with grass roots members and that the timing was crucial with the publication of the Clarke Report. Board members were encouraged to attend and promote the Roadshows at their twinned Branch meetings. It was noted that all Branches would be contacted and asked to support these Roadshows and to help publicise them.

Scottish Pharmacy Board

agreed

to the programme for the Roadshows.

08/21. Support for Branches

The Chairman had informed Board members that since the last Board meeting in January where the Board had agreed to take forward the submitted proposals to supporting the Branches these proposals had been issued to the Branch Secretaries and feedback requested.

There was a lack of response from the Branches with only two Branches commenting and adding support to the proposals. The Chairman stated that unfortunately not all of the Branches were active and that this was evident in

the lack of feedback. However, it is important to support those Branches that are active and to note that some are thriving.

Scottish Pharmacy Board

agreed

to continue to support all Branches.

08/22. Consultation on Cases for Non-referral to the Investigating Committee

The Board reviewed the draft response on the *Consultation on cases for non-referral to the Investigating Committee*, which had been prepared by George Downie.

The Board discussed the reasoning behind the consultation, with implementation of the Pharmacists and Pharmacy Technicians Order and an increase in the number of complaints. To have a separate system which would deal with single one-off dispensing errors would be more efficient. This would give the Investigating Committee more time to deal with serious cases. Whilst the Board supported this change concerns were expressed that decisions could only be taken on reported errors. As a result, some pharmacists with more than one dispensing error would remain undetected.

Scottish Pharmacy Board

approved

the draft response.

The Chairman thanked Mr Downie for his contribution.

08/23. Action Plan 2008

Lyndon Braddick, Director for Scotland, informed the Board that since the previous Board meeting the actions had been aligned under the functions of the Scottish Pharmacy Board. Whilst this was more relevant to the Board it identified gaps under 3 of the functions.

Scottish Pharmacy Board

agreed

to adopt the functions of the SPB into the 2008 Action Plan.

Scottish Pharmacy Board

agreed

to further review the Action Plan at the Strategy & Discussion day in May.

08/24. Scottish Pharmacy Board Vacancy

Scottish Pharmacy Board

agreed

to co-opt into the pharmacist position left vacant following the recent elections.

Scottish Pharmacy Board

agreed

the main criterion for filling the vacancy should be geographical, to cover the shortfall in representation from south-east Scotland, specifically the area covered by Borders and Edinburgh and Lothians Branches.

The Board discussed the process to select a pharmacist and decided that all nominees should be contacted to ensure they would be interested in the position. All nominees will be required to submit information similar to that required of candidates for election, including a statement as to why they wish to join the Scottish Pharmacy Board.

Information regarding the nominations will be circulated to Board members in advance of the Board meeting in June. At the Scottish Pharmacy Board meeting in June the Board members will elect a candidate into the vacant position.

It was also decided to advertise the vacant position and that all interested candidates should express their interest to the Director for Scotland.

08/25. Any Other Competent Business

Dr Parr announced that this would be her last formal Board meeting as Chairman of the Scottish Pharmacy Board as she intended not to seek re-election at the June meeting. She thanked the Board members for their support over her term in office.

**08/26. Date of next meeting:
Wednesday 11 June 2008**