

Communications Working Group Remit and Composition

Title

Scottish Pharmacy Board Communications Working Group

Remit

The Communications Working Group will:-

1. Advise the Scottish Pharmacy Board on the format and content of the annual communications plan, suggesting amendments as and when necessary.
2. Monitor implementation of the annual communications plan and report to the Board.
3. Provide advice and guidance to the Scottish Office staff and advisors on all communications matters.

Composition

The membership of the Working Group will be as follows:

Vice-Chairman of the Board (Chairman) – Frank Owens

Four Board members – Charles Tait

George Downie

Sandra Melville

Alistair Jack

Director for Scotland – Lyndon Braddick

Principal Policy Advisor – Aileen Bryson

Account Director Pagoda PR – Keith Geddes

Timescale

It is proposed that this Working Group will be ongoing but its remit and composition should be reviewed annually at the first Board meeting following the annual elections (usually June).

Quorum

It is suggested that the quorum for the Working Group will be five members including not less than three Board members.

Secretary

The Scottish Office and Facilities Manager, Elaine Colhoun, will act as Secretary to the Working Group.

In Attendance

It may be helpful, from time-to-time, to invite others to attend meetings of the Working Group such as members of the Society's staff engaged in communications work or others involved in communications concerning pharmacy in Scotland. Such attendance will be agreed between the Chairman and Secretary.

Meetings

It is proposed that the Working Group meets quarterly on days reserved for Board business. If possible the Working Group will meet between each formal Board meeting.

Resources

The Scottish Office budget for 2008 can accommodate costs associated with up to four meetings of the proposed Working Group.

Expenses

Expenses will be payable at the levels agreed by Council and in accordance with the guidelines for reimburseable expenses for Board members applicable at the time of the meeting as detailed on the Board member expense form.