

## Premises Working Group

### Remit and Composition

#### Title

Scottish Pharmacy Board Premises Working Group

#### Remit

The Premises Working Group will:-

1. Advise the Scottish Pharmacy Board on the functional requirements for the Scottish Office.
2. Advise the Scottish Pharmacy Board on options to secure suitable facilities.
3. Work with the Director for Scotland and Director of Finance and Resources to agree proposals for ensuring continuing provision of suitable premises and produce a Business Plan to be presented to the Council.

#### Composition

The membership of the Working Group will be as follows:

Chairman of the Board (Chairman) – Rose Marie Parr

Four other Board members: Christine Bond  
Alastair Jack  
Sandra Melville  
Angela Timoney

Director for Scotland – Lyndon Braddick

#### Timescale

This Working Group will be disbanded when it has completed its remit.

#### Quorum

The quorum for the Working Group is four 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 Benevolent Fund Trustees or Society's staff engaged in premises work. Such attendance will be agreed between the Chairman and Secretary.

### Meetings

The Working Group will meet bi-monthly, normally on agreed days reserved for Board business.

### Resources

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