

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday, 11 June 2008 at 36 York Place, Edinburgh EH1 3HU

PUBLIC BUSINESS

Present

Dr R M Parr (Chairman)	Mrs S Melville
Mr F Owens (Vice-Chairman)	Dr D Stewart
Mr E Black	Mr C Tait
Professor C Bond	Mr W Templeton
Professor G Downie	Ms A Timoney
Mr A Jack	

Ex-officio

Mr M Astbury, Vice-President

In attendance

Lyndon Braddick, Director for Scotland; Aileen Bryson, Principal Policy Advisor; Elaine Colhoun, Office & Facilities Manager; Marie Stewart, PA to Director; Jeremy Holmes, Chief Executive & Registrar; Amanda King, Pharmacy 2020 Manager; Andrew Cairns, Chairman RPSGB Veterinary Pharmacy Group; Keith Geddes and Lynne Veitch, Pagoda PR.

08/27. Welcome and Apologies

The Chairman welcomed the Vice-President, Jeremy Holmes, Amanda King, Lynne Veitch, Keith Geddes and Andrew Cairns.

Apologies were received from the Society's new President, Mr Steve Churton, and from Mr David Thomson.

The Chairman congratulated Ms Angela Timoney on the award of her Fellowship and Mr Martin Astbury in being re-elected as Vice President of the RPSGB.

08/28. Declarations of Interest

Board members were reminded to declare any specific interests prior to discussion of agenda items.

08/29. Election of Chairman & Election of Vice Chairman

Lyndon Braddick, Director for Scotland, confirmed that in response to his letter inviting nominations to the position of Chairman of the Scottish Pharmacy Board none had been received by the deadline of noon on Friday 30 May.

Scottish Pharmacy Board

agreed

to hold an additional formal Board meeting on Wednesday 9 July to elect a Chairman and Vice Chairman.

Lyndon Braddick reminded Board members that only those members in attendance at the Board meeting on Wednesday 9 July would be eligible to be nominated and to vote.

Scottish Pharmacy Board

agreed

to defer items 3 and 4 on the agenda until Wednesday 9 July.

Rose Marie Parr repeated her desire to stand down as Chairman of the Scottish Pharmacy Board but offered to maintain her role at present until the election on Wednesday 9 July.

Scottish Pharmacy Board

agreed

Rose Marie Parr and Frank Owens to continue their current roles until the Board meeting on Wednesday 9 July.

08/30. Adoption of National Pharmacy Boards Governance Handbook and Standing Orders

Scottish Pharmacy Board

agreed

to adopt the Handbook and the Standing Orders (Appendix F) of the National Pharmacy Boards.

08/31. Confirmation of Board Meeting Minutes

Scottish Pharmacy Board

approved

the minutes of the public business part of the Board Meeting held on Wednesday 9 April 2008.

08/32. Matters Arising

Scottish Pharmacy Board

agreed

that there were none.

08/33. Scottish Pharmacy Board Working Groups

Board members were asked to review the remit and composition of the Board's Working Groups and Board representation on other external groups.

Communications Working Group

Scottish Pharmacy Board

agreed

the remit of the Communications Working Group.

Scottish Pharmacy Board

agreed

the addition of Board member William Templeton to the Communications Working Group.

Conference Working Group

Scottish Pharmacy Board

agreed

the remit and composition of the Conference Working Group.

It was noted that the Conference Working Group was a standing group which would be disbanded after the event and that there was the option to invite others to the meetings if required.

Premises Working Group

It was noted that the Premises Working Group would be disbanded when its remit has been completed.

Scottish Pharmacy Board

agreed

the remit of the Premises Working Group and that Sandra Melville should replace Howard McNulty.

RPSGB Representatives on Outside Bodies

The Board reviewed the list in Appendix 4. There was uncertainty about whether some of the groups had been disbanded. Further research would be done to contact the representatives to see if they were still willing to represent the Board and if any of the groups had been disbanded. Also, further research would be done to consider other groups on which the Scottish Pharmacy Board could be represented, such as the Pre-Registration Liaison Group and Long Term Conditions Alliance.

Angela Timoney gave an update from the last meeting of National Sexual Health Advisory Committee that is chaired by Shona Robison MSP, Minister for Public Health. The composition of this group would be under review at the next meeting on Monday 16 June.

Ewan Black also gave an update of the Annual General Meeting of Community Pharmacy Scotland. He informed the Board that representation on this group would be on an invitation basis.

Scottish Pharmacy Board

agreed

that a standing item on the Board meeting agenda should be an update from the RPSGB representatives on outside bodies.

Scottish Pharmacy Board

agreed

to categorise those groups which required a Board member's attendance and those where representation could be by non-members with an interest in the group and who would report to the Board.

08/34. Communications Working Group – update

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

Final Draft of the Annual Report

Scottish Pharmacy Board

agreed

to sign off the final draft of the Annual Report at the meeting on Wednesday 9 July.

Arrangements for University Visits

The Board are keen to organise university visits at the two Schools of Pharmacy.

Contact with MSPs

A draft letter has been circulated to Board members to contact MSPs on a regional basis. Contact is encouraged over the summer recess.

Communications Strategy

A new Communications Strategy focused on engaging with members was presented to the CWG at the last meeting in May. Members of the group were reminded that feedback was required prior to the next CWG meeting on Wednesday 9 July.

Jeremy Holmes, Chief Executive & Registrar, took the opportunity to inform Board members on the 'Rx Factor', which had been launched to encourage pharmacists to nominate themselves as the voice of pharmacy in their local areas.

Media Campaign about Hay Fever

Seven Branches took the opportunity to promote the Hayfever campaign in their local papers. Media coverage was slow in coming through, however, two local newspapers had taken the article and Alistair Jack was interviewed on a local radio station, Wave Radio.

Health Holiday Campaign

The next campaign is Holiday Health due to be launched on Wednesday 18 June.

NHS 60th Anniversary

The CWG is keen to issue a press release highlighting the changes in pharmacy over the last 60 years to coincide with the official anniversary of the NHS.

Roadshows

Frank Owens updated the group on the six roadshows held throughout Scotland. Attendance varied at each meeting but every roadshow ignited a healthy discussion on the future Professional Leadership Body. He emphasised that this was not the only way of communicating with members; it was part of a communications programme.

08/35. Professional Leadership Body

Jeremy Holmes, Chief Executive & Registrar, reported that Nigel Clarke had been appointed as Chair of the Transitional Committee (Transcom). Transcom would be looking at mechanisms to communicate with members.

In the first instance Nigel Clarke would be forming a Transitional Committee consisting of seven members nominated from the Royal Pharmaceutical Society and seven members from other parties interested in becoming part of a new Professional Leadership Body.

The initial work of Transcom would be focused on producing a blueprint of the new Professional Leadership Body by December 2008.

Lyndon Braddick, Director for Scotland, emphasised that a positive emphasis on devolution has been carried through from the Professional Leadership consultation.

08/36. Pharmacy 2020

Amanda King, Pharmacy 2020 Project Manager, provided an update to the Board members on the Pharmacy 2020 project. She informed Board members that the consultation was published in April 2008 and that scenario workshops were scheduled for over the summer months to engage with stakeholders and accumulate feedback. The results of the consultation would be used to form part of the vision to be presented at the BPC in September.

Scottish Pharmacy Board

agreed

it would review the document before it was presented at the BPC.

08/37. Veterinary Pharmacy Group

Andrew Cairns, Chairman of the RPSGB Veterinary Pharmacy Group, gave the Board an update on its work. He mentioned that there was no integration between the Group's and the Board's activities, but there was an opportunity for the Board to help increase the profile of the Group, for example, featuring the Veterinary Pharmacy Group in the presentations to the Schools of Pharmacy.

The Board could help influence and educate pharmacists by featuring this aspect of pharmacy as a key message through public affairs activities and lobbying of MSPs.

Scottish Pharmacy Board

agreed

to progress the proposals in Mr Cairns presentation.

08/38. Action Plan 2008

The Board reviewed and discussed the draft Action Plan 2008. Members expressed an interest in reviewing the progress of the plan at the next formal Board meeting.

Scottish Pharmacy Board

agreed

to the Action Plan 2008.

08/39. Branch Secretaries' Meeting

Lyndon Braddick, Director for Scotland, informed the Board that due to a lack of availability of Branch Secretaries or Branch representatives for the scheduled meeting on Tuesday 10 June the meeting had been postponed.

Scottish Pharmacy Board

agreed

to support their twinned branches in supporting the postponed meeting.

08/40. Programme of Meetings for 2009

Scottish Pharmacy Board

approved

the suggested Board meeting dates for 2009.

08/41. Date of Next Meeting

The date of the next meeting will be Wednesday 1 October 2008.