

## **SCOTTISH PHARMACY BOARD**

**Meeting to be held on Wednesday 10 June 2009 at 36 York Place, Edinburgh EH1 3HU.**

The Board meeting will commence at 10.30 in the Board Room.

### **Agenda**

#### **PUBLIC BUSINESS**

- 1. Welcome and Apologies**
- 2. Declaration of Interests**
- 3. Election of Chairman**  
To affirm the election of Mrs.Sandra Melville as Chairman of the Scottish Pharmacy Board.
- 4. Election of Vice-Chairman**  
To elect the Vice-Chairman of the Scottish Pharmacy Board, as detailed in Appendix G of the National Pharmacy Boards Governance Handbook.
- 5. Adoption of National Pharmacy Boards Governance Handbook and Standing Orders**  
To adopt the Handbook and the Standing Orders (Appendix F) of the National Pharmacy Boards.
- 6. Confirmation of Board Meeting Minutes - Wednesday 6 May 2009**  
Board Members to approve minutes from the previous Board Meeting on Wednesday 6 May 2009.
- 7. Matters Arising**
- 8. Scottish Pharmacy Board Working Groups**  
To review and agree the remit and membership of the Board's Working Groups and Board representation on other internal and external groups. (Item 09.06/SPB/11 & Appendices 1, 2, 3 & 4)
- 9. New Professional Leadership Body**  
Michele Savage, Adviser for Professional Body Governance, will attend to update the Board on the Charter consultation report, the Special Resolution and the professional leadership body election scheme.  
  
To receive an update from the Chair on the Transitional Working Group.
- 10. PLB Marketing and Communications Workstream**  
Patrick Stubbs, Head of Marketing and Membership, will provide an update on the Marketing and Communications Workstream to establish the new professional leadership body.

- 11. Scottish Pharmacy Board Action Plan 2009**  
To agree the Board's priorities for the forthcoming year. (Item 09.06/SPB/12 & Appendix 1)
- 12. Scottish Pharmacy Board Representation**  
To receive an update from Board members who represent the Board at various meetings.
- 13. Scottish Office of the Royal Pharmaceutical Society of Great Britain**  
To agree a short list of possible accommodation for the Scottish Office and agree the next steps. (Item 09.06/SPB/13)
- 14. Annual Report 2008/2009**  
To discuss the draft format of the Annual Report for 2008/2009 and to delegate responsibility for preparation of the Annual Report to the CWG. (Item 09.06/SPB/14)
- 15. Publication of Scottish Pharmacy Board Member's Expenses, etc.**  
To discuss publishing Board member's expenses, attendance at Board meetings, and Register of Interests.
- 16. Any Other Competent Business**  
Members should inform the Secretary in writing at least 48 hours before the meeting of any matter that is to be raised under Any Other Competent Business.  
  
**For information:**  
The following items are circulated for information only. The Board is asked to note the report. Questions on the detail of should be addressed to the staff lead *outside* the Board meeting. If a Board member wishes to discuss the detail of this paper, please notify Marie Stewart, PA to Director, at least 48 hours before the commencement of the Board meeting.
  - Contact with MSPs (Appendix 1)
- 17. Date of Next Meeting**  
Wednesday 21 October 2009