

TWG meeting 15th April 09 - Action list for public business

Present:	
Mr S Churton	President
Mr M Astbury	Vice President
Mr P Jones	Vice Chairman Welsh Pharmacy Board
Mrs L Jacobs	Council member
Dr C Duggan	English Pharmacy Board
Mr D Carter	Council Member
Mrs S Melville	Chairman, Scottish Pharmacy Board
Mr J Holmes	Chief Executive and Registrar
In attendance:	
Mr H Duff	Director for England
Mr S Coggins	Programme Manager
Mrs V Murch	Head of HR (Agenda items 2 & 4)
Mr Graham Duncan	Deputy Director of Finance (Agenda items 2 & 4)
Ms M Joshi	Senior Practice Support Pharmacist (Agenda item 5a)
Mr D Pruce	Director of Policy and Comms (Agenda item 5b)
Mrs Y Dennington	Directorate Administrator, PSD
Apologies:	
Mr A Gush	Treasurer

Next Meeting: Will be held on 18 May 2009 in room the Hearings Chamber, 1st Floor

Date	Decision (Workstream)	Status	Owner
09.04	New format (action list table) for capturing actions from the meetings	Agreed/TWG	SCo
09.04	TWG Responsibilities (paper 09.04/TWG/09) subject to Research and Science changed to Science and Research	Agreed/TWG	JH/SCh
09.04	Due to TWG Responsibilities (paper 09.04/TWG/09) JH will chair all future TWG meetings	Agreed/TWG	JH/SCh

Action Ref /date raised - (previous ref)	Action (Workstream)	Owner	Date Due	Status Open/closed
09.04.01	(PD&E) CPD interim changes to existing <u>website</u> SCo to check that AL supplies specification to Steve Webb (Coax)	Sco/AL	180509	Open
09.04.02	Change of TWG Chair to be reported to Council	JH/SCh	200509	Open
09.04.03	(S&R) HD & SA to prepare project briefs	HD/	180509	Open
09.04.04	(S&R) Names for sponsor/workstream leader to be submitted to JH/HD	TWG	180509	Open
09.04.05	(GL) re board engagement – PLB election scheme work to be brought forward	MS/SC o	180509	Open

09.04.06	Board Engagement – mini workstream deepdive presentations to be presented to Board Strategy Days following Council.	SCo/ HD	300709	Open
09.04.07	Board Engagement - Workstream leads to communicate with Board representatives. Board representatives lists to be sent to SCo (Welsh list already received by HD)	SM/ HD	240409	Open
09.04.08	(L&A) next iteration (v2) of DPs vision paper incorporating comments received to be more ambitious, to be circulated to Council Members, TWG, SIG chairs and stakeholders. Paper to include case studies (in boxes) and conclusive summary highlighting key points in the paper	DP	240409	Open
09.04.09	(L&A) V3 of vision paper to include input from UKCPA and Guild meeting in May and ready for Council meeting on 2 nd June	DP	200509	Open
09.03.01 (09/22)	(M&C) Consider whether we require an “opt-out tick box” for information sharing with the PLB on the RPSGB 2010 retention fee forms	PS	06.09	Open
09.03.02 (09/22)	(M&C) CRM strategy will be carried out through a staged approach. Launch date to be decided.	PS	12.09	Open
09.03.03 (09/22)	(M&C) CD to update PS on Special Interest Groups “wiki” project to ensure no duplication.	CD, PS	150409	Open
09.03.10 (09/25)	(PD&E) <i>CPD Service Description</i> A “5 minute guide” to be developed and included as an insert in the PJ (produced in the “orange” livery)	HW	090509	Open
09.03.11 (09/25)	(PD&E) <i>CPD Service Description</i> HW to speak to DP re journalists who have the skills to write materials	HW DP	300409	Open
09.03.12 (09/25)	(PD&E) <i>CPD Service Description</i> HW to consult with employers regarding their needs	HW	300409	Open
09.03.13 (09/25)	(PD&E) <i>CPD Service Description</i> Link to document to be included in e-bulletin. Updated guides to be put on both websites	HW PS DP	300409	Open
09.03.14 (09/25)	(PD&E) <i>CPD Service Description</i> HW to produce simulation of current thinking for communication to members – to go on website	HW	300609	Open
09.03.16 (09/26)	(OD) <u>Culture</u> – It was proposed that a workshop with the National Boards be held on values and behaviours underpinning culture	SCo VM	300609	Open
09.03.17 (09/26)	(L&A) <u>External influence</u> – DP asked for guidance on setting criteria as to which people/groups to get involved with	DP JH	300609	Open
09.03.04 (09/22)	(PD&E) CD to speak to Stephen Goundry-Smith re the Guild/CPA mentoring scheme becoming part of the PLB offering	CD	150409	Closed
09.03.05	(PD&E) Projects on Services for advanced and	LB	140409	Closed

(09/25)	specialists practitioners and Pre-registration to start once Dr Carol Evans has taken up post	CE		
09.03.06 (09/25)	PD&E <u>Employers project</u> HW to evaluate plan from Fiona Nixon and decide whether to accept it or conduct scoping with internal resource	HW LB	150409	Closed
09.03.07 (09/25)	(PD&E) <u>Employers project</u> CD to feed scoping work that has already been done to HW	CD	150409	Closed
09.03.08 (09/25)	(PD&E) <u>CPD interim changes to existing website</u> AL to contact Steve Webb at Bath to ensure timely scheduling of the work	AL	310309	Closed
09.03.09 (09/25)	(PD&E) <u>CPD new website</u> LB to set up a summit meeting with DH (Liz Dimond) to discuss how to work collaboratively on this project	LB	150409	Closed (proposed date 300409)
09.03.15 (09/26)	(L&A) <u>Vision</u> DP to prepare a paper on the vision for pharmacy, (considering the Pharmacy White Paper, Bill Scott's work, The Transitional Leadership Working Group and Pharmacy 2020) and align with the "Kindred" promises work	DP & Boards	030409	Closed
	This paper is to be circulated to the Boards, for comments prior to the next TWG.		150409	Closed

Acronyms for workstreams:		Acronyms for names:	
M&C	Marketing and Communications	SCh	Mr S Churton
PD&E	Professional Development and Education	MA	Mr M Astbury
L&A	Leadership and Advocacy	PJ	Mr P Jones
OD	Organisational development	LJ	Mrs L Jacobs
PN	Professional Networking	AG	Mr A Gush
TS	Technology Support	AJ	Mr A Jack
PS	Professional Support	CD	Dr C Duggan
TP	Third party negotiations	DC	Mr D Carter
GL	Governance and Legal	JH	Mr J Holmes
BP	Business Planning	SCo	Mr S Coggins
MIASS	Membership information and advisory support service	HD	Mr H Duff
S&R	Science and Research	SM	Mrs S Melville