

TWG meeting 18th May 2009

Present:	
Mr S Churton	President
Mr M Astbury	Vice President
Dr C Duggan	English Pharmacy Board
Mrs S Melville	Chairman, Scottish Pharmacy Board
Mr A Gush	Treasurer
Mr J Holmes	Chief Executive and Registrar
In attendance:	
Mr H Duff	Director for England
Mr S Coggins	Programme Manager
Ms A King	Membership Manager, Project Manager LPFs (Agenda item 3)
Mrs C Savage	Director for Wales (by video) (Agenda item 5 a, b and c)
Mr B Kelly	Director of Finance (Agenda items 5a, b and c)
Ms M Joshi	Senior Practice Support Pharmacist (Agenda item 5a)
Ms C Lyon	Policy Analyst, Policy and Comms (Agenda item 5a)
Mr G Duncan	Deputy Director of Finance (Agenda item 5c)
Mrs Y Dennington	Directorate Administrator, PSD
Apologies:	
Mr P Jones	Vice Chairman Welsh Pharmacy Board
Mrs L Jacobs	Council member
Mr D Carter	Council Member

Next Meeting: Will be held on 17 June 2009 in the 3rd floor meeting room at RPSGB.

TWG Decisions and Action List for public business

Date	Decisions (Workstream)	Status	Owner
May 05	All future meetings to commence at 10.15am	Open	TWG
May 05	Christine Bond to be approached as external sponsor for the Science & Research workstream	Open	TWG
May 05	A member from the National Boards to be involved in the Culture and Values project	Open	SCo/VM
May 05	Council 'mini deep dives' are to be delivered to the Boards by the appropriate country director	Open	SCo
May 05	(M&C) Marketing campaign - Boards to take active role in the phased rollout - Briefing Packs to be provided.	Open	PS/SCh/SCo
May 05	(S&R) Workstream Brief agreed subject to items 09.05.07 & 08 below	Open	JL
May 05	Boards - feedback from meeting on 13 May to be carried forward to TWG agenda on 17 June.	Open	SCo

Action Ref /date raised – (previous ref)	Actions (Workstream)	Owner	Date Due	Status Open/ closed
09.05.01	Boards Country directors to contact their board members, including those recently elected, seeking engagement in the workstreams.	HD, LB, CS	170609	Open
09.05.02	Item 09.03.03 impacts on technology workstream – AL to be updated	CD/PS	170609	Open
09.05.03	(L&A) Ensure appropriate pharmacy groups across the spectrum are invited to key Events (e.g. IPF omitted from the Conservative Party briefing)	DP	170609	Open
09.05.04	(PN) With Chris Cutts (CPPE) as the external sponsor and Paul John taking the workstream lead from HD – look to opportunities to exploit the PR message with external stakeholders.	HD	170609	Open
09.05.05	(PN) Boards to undertake mapping exercise in relation to number of LPFs and areas covered	HD/LB/CS	300709	Open
09.05.06	(PN) LPF Model to be developed including a framework, toolkit and templates.	AK/HD	310809	Open
09.05.07	(S&R) Brief to include:- Benefits – potential to unite profession and a way to move the profession forwards Project deliverables – links in with LPFs Objectives – move item 9 to 3 rd on list Scope - remove reference to PPRT in items 4&5. Stakeholders – expand to include all specialist and clinical groups (remove UKCPA) Business Case needs to describe member benefits	JL	170609	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
09.04.09	(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	Closed
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	300609	Open
09.03.02 (09/22)	(M&C) CRM strategy will be carried out through a staged approach. Launch date to be decided.	PS	311209	Open
09.03.03 (09/22)	(M&C) CD to update PS on Special Interest Groups “wiki” project to ensure no duplication.	CD, PS	170609	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) External influence – DP asked for guidance on setting criteria as to which people/groups to get involved with. Off line discussion to take place with DP/JH (discussed at TWG 090518)	DP JH	300609	Open
09.04.02	Change of TWG Chair to be reported to Council	JH/SCh	200509	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
MIAS	Membership information and advisory support	HD	Mr H Duff
S&R	Science and Research	SM	Mrs S Melville