

TWG meeting 7th July 2009

Present:	
Mr S Churton	President
Mr M Astbury	Vice President
Mr J Holmes	Chief Executive and Registrar
Mrs L Jacobs	Council member
Mr J Gentle	Council Member
Mrs S Melville	Chairman, Scottish Pharmacy Board
In attendance:	
Mr H Duff	Director for England
Mr S Coggins	Programme Manager
Mrs M Savage	Adviser for Professional Body Governance (Agenda item 2)
Mr P John	Consultant for Prof Networks Workstream (Agenda item 3)
Ms A King	Membership Manager (Agenda item 3)
Dr C Evans	Head of Professional Development (Agenda item 4)
Mr L Braddick	Director for Scotland (Agenda item 4)
Mr A Langler	Assistant Director of Resources (Agenda item 4)
Ms M Joshi	Senior Practice Pharmacist (Agenda item 5)
Mrs Y Dennington	Directorate Administrator, PSD
Apologies:	
Mr A Gush	Co-opted member
Mr P Jones	Vice Chairman Welsh Pharmacy Board
Dr C Duggan	English Pharmacy Board
Mr D Carter	Council Member

Next Meeting: Will be held on 12 August 2009 in the Conference Room in the basement at RPSGB.

TWG Decisions and Action List for public business

Date	Decisions (Workstream)	Status	Owner
July 09	(PN) <u>Local Practice Forums (LPFs)</u> – programme of engagement and events agreed.	Open	TWG

Action Ref /date raised – (previous ref)	Actions (Workstream)	Owner	Date Due	Status Open/ closed
09.07.01	All workstream projects: High level plans to be sent to all TWG members	SCo	070709	Open
09.07.02	(PN) <u>Local Practice Forums (LPFs)</u> – PJ to attend Scottish Board meeting in October to give update	PJ	311009	Open
09.07.03	(PN) <u>Local Practice Forums</u> – PJ to consider the role of “mentoring” for non practising pharmacists	PJ	311209	Open

	as part of this project.			
09.07.04	(PN) <i>Virtual Networks</i> – It was agreed that the role of “Community Manager” was important, the job description to be evaluated and a watching brief was to be kept on this role.	SK/HD	311309	Open
09.07.05	(PS IAS) <i>Information and Advisory service</i> – resource issues to be addressed by JH	JH	310709	Open
09.06.03	(TD) AL to investigate display of non accessible information, act as “shop window”, for non member visits to the website	AL	120809	Open
09.06.05	Staff Resource - information to be brought to TWG meeting 070709 on any resource shortfalls in priority project	SCo	070709	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
09.03.03 (09/22)	(M&C) CD to update PS on Special Interest Groups “wiki” project to ensure no duplication. This item impacts on technology workstream – AL to be kept updated	CD, PS	Ongoing	Open

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
TD	Technology Development	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
IAS	Information and advisory support	HD	Mr H Duff
S&R	Science and Research	SM	Mrs S Melville
		BK	Mr B Kelly