

TWG meeting 21st September 2009

Present:

Mr S Churton	President
Mr M Astbury	Vice President
Mr J Holmes	Chief Executive and Registrar
Mr A Jack	Vice Chairman Scottish Pharmacy
Ms A Timoney	Scottish Pharmacy Board Member
Mr P Jones	Vice Chairman Welsh Pharmacy Board
Mr A Gush	Co-opted member
Mr D Carter	Council Member
Dr B Curwain	Chairman, English Pharmacy Board
Mr J Gentle	Treasurer
Dr C Duggan	English Pharmacy Board

In attendance:

Mr H Duff	Director for England
Mr B Kelly	Director of Resources
Mr D Pruce	Director of Policy and Comms (Agenda item 8)
Mr G Duncan	Deputy Director of Finance
Mrs M Savage	Adviser for Professional Body Governance (Agenda item 3)
Prof J Lawrence	Chief Scientific Adviser (Agenda item 8)
Mr P Stubbs	Head of Marketing & Membership Services (Agenda items 3, 5, 6 & 7)
Mr J Mills	Editor, Pharmacy Professional Magazine (Agenda item 7)
Mr A Levy	Kindred (Agenda item 6)
Mr T Lewis	Kindred (Agenda item 6)
Mr S Coggins	Programme Manager
Mrs Y Dennington	Directorate Administrator, PSD

Apologies:

Mrs L Jacobs	Council member
Mrs S Melville	Chairman, Scottish Pharmacy Board
Mr M Donovan	Chairman, Welsh Pharmacy Board

Next Meeting: Will be held on 20 October 2009 in the Conference Room in the Basement at the RPSGB

Declarations of Interest:

Mr S Churton	-	Boots
Mr A Gush	-	Trustee PPRT and RPS editorial board
Dr C Duggan		UKCPA

TWG Decisions and Action List for public business

Date	Decisions (Workstream)	Status	Owner

Action Ref /date raised – (previous ref)	Actions (Workstream)	Owner	Date Due	Status Open/ closed
09.09.01	(PD&E) <u>CPD offer</u> – AG reported a problem in receiving feedback on CPD – this to be investigated	JH	201009	Open
09.09.02	(PS IAS) <u>Information and Advisory Service</u> Following on from the pilot (09.05.04C) this service to be kept under review in relation to resources. Consideration to be given to becoming a member only service	DP	311209	Open
09.08.01	(M&C) <u>Website</u> – PS and CE to meet to discuss the inclusion of Advanced and Specialist practice into this project	PS	300909	Open
09.08.02	(M&C) <u>Website</u> - MS to discuss with staff the options for content retention, archiving or disposal	MS	311209	Open
09.07.03	(PN) <u>Local Practice Forums</u> – PJ to consider the role of “mentoring” for non practising pharmacists as part of this project.	PJohn	311209	Open
09.07.04	(PN) <u>Virtual Networks</u> – 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	311209	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. This work has now commenced with PS	CD/ PS	Ongoing	Open

Acronyms			
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
		JG	Mr J Gentle
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
PhJ	Pharmaceutical Journal	BK	Mr B Kelly
PJohn	Mr P John	AL	Mr A Langler
MS	Ms M Snell	CE	Dr C Evans
GD	Mr G Duncan	PS	Mr P Stubbs
SK	Miss S Khan	JP	Ms J Parkes
PG	Mr P Gimson	AK	Ms A King
BC	Dr B Curwain	DP	Mr David Pruce

