

TWG meeting 20 October 2009

Present:

Mr S Churton	President
Mr M Astbury	Vice President
Mr J Holmes	Chief Executive and Registrar
Mr D Carter	Council Member
Mr J Gentle	Treasurer
Mr R Daniszewski	Vice Chairman, English Pharmacy Board
Dr C Duggan	English Pharmacy Board member (11-30 until 15.20)
Mr M Donovan	Chairman, Welsh Pharmacy Board
Mrs S Melville	Chairman, Scottish Pharmacy Board
Mrs D Heath	Welsh Pharmacy Board member

In attendance:

Mr D Pruce	Director of Policy and Comms (Agenda item 5)
Mrs M Savage	Adviser for Professional Body Governance (Agenda item 7)
Prof J Lawrence	Chief Scientific Adviser (Agenda item 6)
Ms B Allen	Research Manager (Agenda item 6)
Mr P Stubbs	Head of Marketing & Membership Services (Agenda item 2)
Ms S Khan	Senior support pharmacist (Agenda Item 2)
Ms V Bytel	Head of Membership Operations (Agenda item 2)
Ms M Snell	Online Manager (Agenda item 2)
Mr A Langler	Assistant Director of Resources (Agenda item 2)
Mr P John	Workstream Lead – Professional Networking (Agenda item 2)
Mr S Coggins	Programme Manager
Mrs Y Dennington	Secretary EPB, PSD

Apologies:

Mr A Jack	Vice Chairman Scottish Pharmacy
Mrs L Jacobs	Council member
Mr H Duff	Director for England
Mr P Jones	Vice Chairman Welsh Pharmacy Board
Dr B Curwain	Chairman, English Pharmacy Board
Mr A Gush	Co-opted member

Next Meeting: Will be held on 16th November 2009 in the 3rd floor meeting room at the RPSGB

TWG Decisions and Action List for public business

Date	Decisions (Workstream)	Status	Owner

Action Ref	Actions (Workstream)	Owner	Date	Status
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/date raised – (previous ref)			Due	Open/ closed
09.09.02	(PS IAS) <i>Information and Advisory Service</i> 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
09.08.02	(M&C) <i>Website</i> - MS to discuss with staff the options for content retention, archiving or disposal	MS	311209	Open
09.07.03	(PN) <i>Local Practice Forums</i> – PJ to consider the role of “mentoring” for non practising pharmacists as part of this project.	PJohn	311209	Open
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	311209	Open
09.09.01	(PD&E) <i>CPD offer</i> – AG reported a problem in receiving feedback on CPD – this to be investigated	JH	201009	Closed
09.08.01	(M&C) <i>Website</i> – PS and CE to meet to discuss the inclusion of Advanced and Specialist practice into this project	PS	300909	Closed

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 D Pruce
JL	Prof J Lawrence	SD	Mr S Davies
RD	Mr R Daniszewski		