

## **A “Transitional Working Group”**

The responsibility for the establishment of the new PLB rests with the Society's Council. The Council will take the decisions on the Charter changes and the Council holds the fiduciary responsibility to ensure that the Society's funds are appropriately and effectively allocated. The guidance on Scope of Action for Council members on TransCom, which has been previously circulated to Council members, explained that, in the face of a Government decision to remove the Society's regulatory functions, the Council has a duty to seek to mitigate the effects of this change including diversifying the Society's income. The Council also remains responsible for the discharge of the Society's regulatory functions until the General Pharmaceutical Council is established.

In order for the Council to have confidence that the transition is progressing effectively and efficiently, it is proposed that a working group be established to report regularly to the Council.

### **Composition**

It is proposed that the working group should comprise

- The Council members who were members of the Transitional Committee
  - Steve Churton
  - Martin Astbury
  - Andrew Gush
  - David Carter
- Lorna Jacobs
- One nominee from amongst the members of each of the Society's national Pharmacy Boards
- Nominees from the other organisations which commit to being part of the PLB.
- Nigel Clarke as external adviser

The Chief Executive & Registrar and the Society's Executive team, with other members of the staff as required, would input to the working group. The lead support would be Howard Duff, Director for England, who leads the internal Customer group.

### **Remit**

The proposed remit is as set out above – to oversee the process of transition to the PLB to ensure that

- progress is being made within the required timescale
- there is effective co-ordination of work streams
- risks are being managed effectively

### **Reporting to the Council**

It is proposed that a report from the working group will be a standing item on formal Council agendas and that updates will be provided between meetings.

**TRANSITIONAL WORKING GROUP  
COUNCIL & BOARD ENGAGEMENT  
08.11/TWG/03**

The Transitional Working Group (TWG) which was agreed at the November 6<sup>th</sup> Council meeting had its initial meeting yesterday. A key agenda item was on how the Group can ensure effective Council and Board engagement in its work whilst still remaining a practical and efficient monitoring mechanism.

Eight workstreams were agreed, which the TWG will oversee and staff leads will implement. The Group recognised that a number of Council and Board members have a strong interest in some of these workstreams and particular skills or experience to bring to them. It was therefore agreed that any Council or Board member who feels they would like to make a special contribution to the Group should be invited to do so at an early stage. The focus of these contributions should be on how best to deliver the prospectus for the new professional body, and in the first instance it would be preferable for this to be by email to the relevant staff lead.

Early input of this kind will be used to inform the project brief for each workstream which will be reviewed at the next TWG meeting w/c Dec 8<sup>th</sup>. Following initiation of these briefs, the staff leads will be responsible for securing appropriate further input from the Council and Board members who have made special contributions.

The Group was keen that Council and Board members should be able to indicate the workstream(s) to which they would like to make a particular contribution. The table below therefore summarises the workstreams and I would appreciate return of this table to me with an indication in the RH column from any colleague who wishes to make such a contribution. If you would like to contribute to more than one workstream, please indicate this by a priority ranking (1 being your highest priority workstream). Many thanks.

*Council/Board Member:* \_\_\_\_\_

<b>Workstream</b>	<b>Staff Lead</b>	<b>CM/BM contribution</b>
Membership Services (focussing on the priority sub-areas from the four key areas of the prospectus mind map):	Internal Customer Group (CG)*	
Professional support		
Professional development & education		
Leadership, representation & advocacy		
Professional networking		
Business Planning	G Duncan	
Marketing & Communications	P Stubbs	
Organisational Development	V Murch	
Technology Development	A Langler	
Governance & Legal	M Savage	
Third Party Negotiations	J Holmes	
Local Support & Networks	CG	

\* Each of the four key areas of the services mind map will have a designated staff lead, yet to be decided.

In addition to the staff leads, we have appointed a Programme Manager, Steven Coggins, to coordinate the workstreams and ensure timely delivery of their outputs.

Jeremy Holmes

21 Nov 2008