

Premises Working Group

Remit and Composition

Title

Scottish Pharmacy Board Premises Working Group

Remit

The Premises Working Group:

1. Advises the Scottish Pharmacy Board on the functional requirements for the Scottish Office.
2. Advises the Scottish Pharmacy Board on options to secure suitable facilities.
3. Works with the Director for Scotland and Director of Finance and Resources to agree proposals for ensuring continuing provision of suitable premises and produce a Business Plan to be presented to the Council.

Composition

The membership of the Working Group is as follows:

Chairman of the Board (Chairman) – Sandra Melville

Four other Board members: Rose Marie Parr
Alastair Jack
Angela Timoney
Vacant

Director for Scotland – Lyndon Braddick

Timescale

This Working Group will be disbanded when it has completed its remit.

Quorum

The quorum for the Working Group is four members including not less than three Board members.

Secretary

The Scottish Office and Facilities Manager, Elaine Preece, acts as Secretary to the Working Group.

In Attendance

It may be helpful, from time-to-time, to invite others to attend meetings of the Working Group such as members of the Benevolent Fund Trustees or Society's staff engaged in premises work. Such attendance will be agreed between the Chairman and Secretary.

Meetings

The Working Group will meet bi-monthly, normally on agreed days reserved for Board business.

Resources

The Scottish Office budget for 2009 can accommodate costs associated with up to four meetings of the Working Group.

Expenses

Expenses will be payable at the levels agreed by Council and in accordance with the guidelines for reimburseable expenses for Board members applicable at the time of the meeting as detailed on the Board member expense form.