

## Community Pharmacy IT Group: Purpose and terms of reference

**About CP ITG:** The Group was formed in 2017 by [Community Pharmacy England](#), [CCA](#), [IPA](#), [NPA](#), and [RPS](#). The meetings are attended by members representing these five organisations and representatives from [pharmacy system suppliers](#), [NHSBSA](#), [NHS England's Transformation Directorate](#), [NHS England pharmacy team](#), [DHSC](#) and [PRSB](#). Further information on the group can be found on the [Community Pharmacy England website](#).

### Purpose

The purpose of this Group is to:

- Bring together colleagues across the whole sector including NHS representatives to:
  - develop relevant [workstreams](#) and seek to support progress with these;
  - develop a shared [vision](#) for the optimum use of digital technology in community pharmacy in England;
  - provide a forum to discuss new digital technologies which may have a future impact on community pharmacy practice;
  - support the development of user-led recommendations which can be considered by suppliers and policy makers;
  - support the distribution of relevant updates, specifications and documentation amongst suppliers and pharmacy representatives; and
  - provide a credible, respected forum for sector-wide engagement with and amongst NHS organisations and other national bodies on the vision, strategy and operational plans for delivering optimum use of digital technology in community pharmacy.
- Enable attendees to share experience and expertise and to develop and test options for achieving the sector's ambitions and requirements with regard to optimum use of digital technology in community pharmacy.
- The group may include NHS representatives such as NHS England and its Transformation Directorate, and NHS Business Services Authority (NHSBSA).
- Develop an implementation strategy for delivering optimum use of digital technology in community pharmacy and oversee a joint work-programme to deliver it.
- Provide, through its Member Organisations, recommendations and advice to community pharmacy and other healthcare organisations – including good use of digital technology.

Note that professional guidelines and data standards remain the responsibility of the RPS and negotiation of pharmacy contract issues remains the responsibility of Community Pharmacy England – although the CP ITG should feed into and inform the discharge of these responsibilities.

## Terms of reference

1. Appointment of Representatives, Deputies, 'Participants', Quorum and Meetings
  - a. A Member Organisation shall be defined as each of the following groups: Community Pharmacy England, CCA, IPA, NPA, and RPS.
  - b. Each Member Organisation shall have the right to appoint three Representatives to the Group. The Group will have 15 Representatives, and in the event of a vote being required, Representatives will be asked to vote. Member Organisations shall be entitled to appoint deputies for Representatives who are unable to attend a meeting. All voting Representatives are expected to attend at least three quarters of all main meetings. If Representatives are not attending three quarters of all meetings may be asked to stand down by the Chair of the Group as a Representative. However, such persons are welcomed to continue to attend as a non-voting attendee.
  - c. The quorum for each meeting shall be not less than one representative from each Member Organisation. Attendance at meetings may be in person or by telephone (or using other technology). Where representatives are unable to attend a meeting (in person or by deputy) and this will mean that the meeting will not be quorate, they can waive the right to attend, in writing (including electronically) and the meeting will then be quorate. Representatives not attending any meeting may supply the secretariat with any relevant comments that they wish to be considered or reflected in the discussions in advance.
  - d. Suppliers (i.e. any company which provides IT products or solutions to the sector) and relevant NHS bodies, or other external participants may attend the group subject to approval by the Chair. Each Supplier will be able to send one or more person to each meeting, but additional supplier persons may require the agreement of the Chair – in the interests of balancing representatives from various suppliers.
  - e. Other interested parties, nominated by a Member Organisation, may attend meetings as Participants, upon the agreement of the Chair.
  - f. Participants will be able to participate in the meetings of the Group, except where the Representatives decide that a meeting or part-meeting of the group should be held without the attendance of Participants. The group including NHS representatives should seek to work collaboratively with those working in relation to the pharmacy sector and those relevant persons and bodies working outside of it. The group will be asked to respect confidentiality if discussions or communications are labelled as such.
  - g. Each meeting will be convened and the Group supported by a Community Pharmacy England secretariat. The secretariat will:
    - Agree agenda items with the chair and vice-chair, taking account of issues raised by the Group

- Distribute an agenda and relevant papers, normally at least 7 calendar days in advance of a meeting.
  - Prepare minutes as soon as possible after the meeting and, once initially approved by the Chair, circulate them to the Group.
  - Ensure formal approval of the minutes at the start of the following meeting. Minutes will be considered draft up to that point.
  - Make available copies of the minutes to the Group (on a “confidential basis” until formally approved). The Group may have two weeks to make corrections prior to draft minutes being shared to the Community Pharmacy Digital Group in ‘draft’ form.
- h. Venues, timings and frequency of Group meetings are a matter for the Group but would be expected to be not less than four times per calendar year, such dates to be decided and published in good time.
- i. The Chair will aim to get the Group to form views by consensus. Representatives should seek to represent a view that will benefit all Representatives’ organisations (and not just their nominating Member Organisation) and any choice or preferred option, among a number, shall be made objectively.
- j. Where appropriate, the Group may commission projects and outputs from relevant experts/task and finish sub-groups, to support aspects of the implementation strategy and work programme.
- k. The Group should maintain an awareness of activity in its sphere of interest occurring in the other nations of the United Kingdom and share information appropriately.
- l. Payments to representatives or other attendees in respect of time, travel or other expenses incurred as a result of attending or being part of this Group are the responsibility of the organisation they represent or their employer.
- m. The secretariat is responsible for reporting to the Group on any discussions held between meetings and for receiving, co-ordinating, and forwarding (as appropriate) any matters of interest and concern to the Group.
- n. Pharmacy CP ITG members and regular pharmacy attendees will also be listed at the CP ITG webpages on the Community Pharmacy England website and will also be added to the CP ITG and [Community Pharmacy Digital Email group](#) mailing lists so that relevant IT and meeting updates may be provided to them.

## 2. Chair and Vice Chair

- a. After each two-year term, the Representatives or their deputies shall appoint a Chair and a Vice-chair from amongst the Representatives, by simple majority vote. The Chair and Vice-chair will remain in post for TWO years, after which time the representatives will again appoint a Chair and Vice-chair from amongst the Representatives.
- b. The Chair and Vice-chair shall not be from the same Member Organisation.