

National Pharmaceutical Supply Group

Terms of Reference and Modus Operandi

Terms of Reference

1. To provide advice to Chief Executive, NHS Purchasing and Supply Agency concerning the cost effective purchasing and distribution of pharmaceutical products to the NHS in England (secondary care).
2. To act as a focal point for the NHS for pharmaceutical procurement and supply issues of a national nature and provide pharmaceutical advice accordingly.
3. To act as a link between Pharmacists and NHS Purchasing and Supply Agency at national level.
4. To advise the Department of Health and pharmaceutical industry on significant commercial matters.
5. To maintain a list of its operational and advisory sub-committees, their terms of reference and reporting frequencies.

Membership and Modus Operandi

1. The Chairman, who will be a pharmacist of national standing and preferably not an NHS or pharmaceutical industry employee, will be appointed by NHS Purchasing and Supply Agency the latter having consulted members of the NPSG and other appropriate pharmaceutical bodies.
2. In the event of the non-availability of the Chairman the NPSG shall determine a temporary chairman from its members to act in his/her place.
3. NHS Purchasing and Supply Agency shall provide secretarial support for the NPSG.
4. Meetings shall be held at least quarterly.
5. Pharmacy membership to include:
 - Two pharmacy representatives to be nominated from within each of six geographical divisions (Note 2).
 - The Chairman of the Pharmaceutical Market Support Group (PMSG) – an operational sub-committee of the NPSG.
 - One QC Pharmacist to be nominated by National Pharmaceutical QC Group.
 - Two Primary Care Pharmaceutical Advisers
 - One DH pharmacist
 - One observer from each of Northern Ireland, Scotland and Wales
6. NHS Purchasing and Supply Agency membership to comprise of Director (pharmaceuticals), one principal pharmacist and one category manager.
7. Supply Management Confederation (SMC) and Collaborative Procurement Hub (CPH)

membership to comprise of two members.

8. Where the nominated representative is unable to attend any meeting, a suitably qualified, competent deputy must be provided.
9. A quorum for meetings shall be one member from each 'division'.
10. Where meetings are not quorate they will continue with decisions being ratified later.
11. All 'divisional' Pharmacy members must consult with the trusts that they represent within their divisions.
12. The term of office for 'divisional' pharmacy representatives shall be four years, with one half of the pharmacist members retiring every two years. Members shall be eligible for re-appointment subject to consultation with (and between) the trusts that they represent.
13. The same principle will apply to the term of office for the two Primary Care Pharmaceutical Advisers
14. Each 'division' shall establish a mechanism for briefing its pharmacist representatives so they can represent them in the decision making process.
15. SMCs and CPHs members to be nominated by NHS PASA following appropriate consultation.
16. Decisions taken by the Group will be supported collectively.
17. All members are expected to promote awareness of the role of NPSG and its sub-groups and to make themselves available to explain and clarify discussion points within the geographical areas and organisations that they represent, at all times.
18. All members must recognise their responsibility with regard to confidentiality which, when required, must be maintained at all times.
19. The members will declare any potential conflicts of interest, to the Chairman, on an annual basis.
20. The Secretary shall prepare a formal agenda for each meeting which, together with relevant papers, will be issued to members at least 14 working days prior to the date of each meeting.
21. All members shall be encouraged to submit items for the agenda, supported by appropriate papers, which must be submitted to the Secretary at least 20 working days before the date of the next meeting. The intention will be that Any Other Business items are eliminated or, if absolutely necessary, kept to a minimum.
22. The Group shall have the right if it so wishes to invite person(s) whom it deems appropriate to participate in discussions on particular agenda item(s).
23. The Secretary shall prepare minutes of each meeting which shall be issued (unconfirmed) to members within 15 working days of the meeting.
24. The terms of reference and membership of the Group will be reviewed every four years.

Last reviewed June 2006

Note 1: These geographical divisions are based on the former NHS Supplies divisional Boundaries:

- North West
- Yorkshire and North East
- Central
- London North and Eastern
- South East and London South
- Oxford, Wessex and South West

Note 2: Yorkshire is a contracting group independent of NHS PASA falling within North East Division. It provides one of the two representatives to NPSG from North East Division.

Note 3. The overall aim is that a representative of a Strategic Health Authority will join NPSG at some future time but this arrangement is not confirmed at June 2006

NHS PASA
14 June 2006