

# **National Review of the Representation and Support of Community Pharmacy Contractors in England**

## **Review Steering Group Terms of Reference**

### **Introduction**

The Pharmacy Representation Review Steering Group (RSG) is tasked with exploring the recommendations in the independent review by Professor David Wright 'Independent Review of Community Pharmacy Contractor Representation and Support: Providing best value for contractors'. The RSG's role is to look at the report recommendations from the perspectives of feasibility of delivery, cost, benefits to contractors and timelines and to come up with proposed plans for contractors to decide upon. RSG Members were appointed in November 2020.

The Terms of Reference of the Review Steering Group (RSG) shall be as follows:

### **Purpose**

1. The purpose of the RSG is to make proposals for contractors to decide upon (including how that decision-making process itself will work). The RSG is not a decision-making body in itself, and cannot cut across existing governance or decision-making mechanisms currently in place. The RSG will prioritise and commission work in order to explore, agree and propose a change programme.

### **Responsibilities**

2. The RSG will have the authority to convene or otherwise commission work as required. It will be the responsibility of the RSG to create a mechanism and process for engaging with all contractors and other key stakeholders including PSNC and LPC executive members, representatives from Distance Selling Pharmacies, and the wider diaspora of trade bodies and representative groups to ensure that as many voices are heard as possible. In doing so, it may also be useful for the RSG to set-up a contractor forum as a sounding board for new ideas and proposals. The RSG will provide oversight of any commissioned work, groups and fora and ensure that projects remain on track. The RSG will be responsible for any proposals subsequently put to contractors, and that those proposals take into account feasibility of delivery, cost, benefits to contractors and timescales.
3. The RSG will at all times take a proportional view of community pharmacy and ensure that the work it commissions, and any subsequent proposals and recommendations, are for the benefit of the sector as a whole. Transparency will be core to its function and the RSG will be responsible for communicating progress and ensuring visibility of its work to all stakeholders. Moreover, the RSG will also be responsible for ensuring that contractors remain at the heart of this change programme.

4. Meeting arrangements of the RSG will be determined by the convenor and members of the RSG.

### **Membership**

The Review Steering Group membership shall be constituted as follows:

- Four individuals representing independent pharmacy contractors.
- Four individuals representing multiple pharmacy contractors; and
- Two individuals representing Independent multiple pharmacy contractors

The RSG will be chaired by a non-voting convenor. The role of the convenor will be to facilitate the RSG members in reaching decisions and to provide them with independent challenge. The non-voting convenor and secretariat of the RSG will be provided by the PSNC Chair and Director of Contractor and LPC Support respectively.

### **Timeline**

From the LPC Conference on 16 September, there was a clear desire for progress. Therefore by the time of the next LPC Conference on 17 November 2020, the RSG should be constituted.

The RSG will develop a programme plan and key milestones to share with all stakeholders, which will determine the detailed timeline to the point when proposals are put out to contractor decision during 2021-22.

### **Funding and Finance**

This phase will be financed by PSNC from savings made in 2020/21 as a result of pandemic-related travel restrictions on PSNC executive staff and Committee. This is projected to be in the region of £90,000 for the year to 31 March 2021.

The RSG will have control over its own budget (within the limit of the funds allocated to it by PSNC), and it will be for the RSG to decide on resource allocation for its work, but it is suggested that employers of the RSG members receive a daily contribution of £250 per day for their employee's time.

**Members of the RSG adopted the Terms of Reference in December 2020 as put by PSNC and LPCs. Updated in March 2021 to clarify the outline timeline.**

## ANNEX A

### Flowchart indicating the RSG process involved

