

Pharmacy Services Expert Advisory Group

Terms of Reference

Updated 19 February 2024

Introduction

1. An EAG was originally established as a national expert advisory group following the establishment of the Integrated Community Pharmacy Services Agreement (ICPSA) in 2018 – with ICPSA contractual obligations and connection with the ICPSA’s National Annual Agreement Review (NAAR).
2. These terms of reference (ToR) replace the original ToR dated 15 April 2019.
3. The ToR provides guidance on how the Expert Advisory Group (EAG) will operate, including its functions, membership, operations, and resourcing.

Purpose

4. The purpose of the EAG is to provide advice on pharmacy and pharmacist services generally, and as specified in the ICPSA (clauses B.21, B.23 and B.26).

Functions

5. It is expected that the EAG will provide advice on pharmacy and pharmacist services generally, related areas of priority for the government, and on community wellbeing that can be addressed through pharmacy and pharmacist services.
6. The functions of the EAG also include:
 - a) providing expert advice to NAAR in relation to community pharmacy services, including advice on service design and service models
 - b) considering changes that could be made to the ICPSA for consideration as part of a NAAR
 - c) receiving and considering matters referred to it as part of a NAAR
 - d) providing expert advice on any matters referred to in b) and c) above
 - e) carrying out any other activities referred to in the ICPSA.

Membership

7. The membership of the EAG will bring perspectives from the following:
 - a) Māori – two members – to provide expertise from a te ao Māori perspective, including providing advice on access to, and culturally safe pharmacy service models
 - b) consumer – two members – with lived experience of community pharmacy services
 - c) Te Whatu Ora – up to five members – one national officer and four suitable representatives from the living well team
 - d) practising community pharmacists – four members - to provide an integrated community pharmacist perspective who are either existing ICPSA holders or are nominated by ICPSA holders

- e) provider representatives – two members - to reflect the ICPSA commitments in clause B.21(2) that two provider representatives will be appointed on the basis of their expertise, one of whom must be a pharmacist. Both provider representatives should be appointed after having due regard to the providers whom they represent
- f) Ministry of Health – one member.

Chair

- 8. The Chair of the EAG will be an independent chair, agreed to by EAG members and approved by Te Whatu Ora.
- 9. If the Chair is unable to attend a meeting (at short notice and it is unavoidable) Te Whatu Ora will nominate a chair for that meeting.
- 10. The responsibilities of the Chair include:
 - a) ensuring that meetings are run efficiently and effectively, including by providing a summary of agreed action points and recommendations at the end of each meeting
 - b) facilitating discussions and ensuring that adequate input has been received from all members and that, if possible, recommendations have been arrived at by consensus
 - c) overseeing the progress of the EAG's work generally, working with members between meetings to ensure the effective delivery of the work plan, and that the EAG carries out its functions.

Other attendees

- 11. It is anticipated that other topic specialists may, with the agreement of the Chair, be invited to attend meetings from time to time, as appropriate. Invited topic specialists will not have a vote on any decisions being made by the EAG, including not having a voice in reaching a consensus.

Review of membership

- 12. The membership of the EAG will be reviewed by the group biennially with particular consideration given to:
 - a) the composition of the group (as outlined in paragraph 7)
 - b) the balance of expertise within the group
 - c) the value of retaining some continuity within the EAG over time.
- 13. Any proposed changes to these terms of reference as a result of such a review must be referred to a NAAR for ratification.

Meetings

General requirements for meetings

- 14. Meetings will be scheduled having regard to the availability of members, so that as many members as reasonably practicable can attend.
- 15. A quorum of 50% or more of the total EAG membership, and must include two provider representatives, at least one practising community pharmacist and three Te Whatu Ora representatives. The preference is to ensure at least one Māori and/or consumer representative is present.
- 16. Agendas, meeting papers and other documentation will be circulated by the secretariat a reasonable time before each meeting.

17. Members of the EAG will advise the secretariat if they are unable to attend a meeting a reasonable time in advance of the relevant meeting.
18. Minutes of each meeting will be prepared by the secretariat, including a record of any agreed action points or decisions. The secretariat will circulate the minutes to members as soon as practicable after a meeting takes place. The EAG will review and approve the meeting minutes.
19. The secretariat will publish the minutes on the Te Whatu Ora website as soon as practicable after a meeting, excluding any part of the minutes containing confidential information, as referred to in paragraph 28.

Work plan and working groups

20. The EAG will conduct its work in accordance with an annual work plan. The work plan will be set by NAAR, considering advice from EAG members as to its content. The work plan may also be updated by NAAR from time to time.
21. The EAG may establish working groups to carry out detailed work on particular topics on the EAG's work plan, or to produce information for the EAG to consider in forming its recommendations on particular matters.

Recommendations

22. Any recommendations made by the EAG about changes that could be made to the ICPSA, or about matters referred to it as part of a NAAR, will be submitted to the NAAR for decision making.
23. It is expected that the EAG will arrive at recommendations by consensus.
24. If the EAG is unable to reach a consensus after having made all reasonable efforts to do so, the members (including any combination of members) may make separate recommendations to NAAR for decision making.

Confidentiality

25. The work and operations of the EAG will be conducted on an open and transparent basis, unless the Chair specifically advises that certain information is confidential. In those cases, members and attendees at meetings will keep the relevant information confidential to themselves only. If the minutes of a meeting contain references to such information, those references will be redacted from the minutes before the minutes are published.

Disclosure of interests

26. Members of the EAG must disclose any perceived or actual conflicts of interest to the Chair before the beginning of the first meeting at which the relevant topic will be discussed.
27. The Chair will decide the appropriate response to any interests disclosed by members, which will include (as a minimum), recording the interest in the minutes of the relevant meeting.

Resourcing

28. Te Whatu Ora will ensure the resourcing is adequate, and appropriate expertise is secured for a successful process and outcomes. This will include providing adequate secretariat support, appropriate expertise, and programme/project management services to support both the EAG and working groups. The secretariat role includes ensuring that an accurate record of recommendations and actions is kept.

Fees and expenses

29. Payments to members for fees and expenses associated with carrying out work as a member of the EAG will be made in accordance with the State Services Commission Fees Framework (Cabinet Office Circular CO (22) 2, or any updated version).

EAG membership

30. Members of the EAG as at (date to be filled in) are:

Name	Title and Organisation	Title / Note
	Chair	