



NCHA WorkGroups

Standard Terms of Reference

NCHA Board has established an overall workplan to ensure delivery of high priority outcomes and has agreed that those outcomes should be delivered by workgroups comprising of relevant specialists from within the Member companies with administration support from the NCHA central team and additional resources provided by external consultants as required. Workgroups are tasked to deliver outcomes agreed by the NCHA Board within the context of the overall NCHA workplan.

Currently agreed NCHA workgroups are

- Finance,
- Operational standardisation
- Clinical Governance.

Each workstream has a lead appointed by the NCHA Board who attends NCHA Board Meetings and is responsible for delivery of the outcomes set by the NCHA Board and reports directly to the NCHA Board. The workstream lead is responsible for

- providing regular updates on progress of workgroup activities to the NCHA Board
- managing the activities of the workgroup,
- planning workgroup activities,
- requesting approval by the NCHA Board of additional resources where needed,
- planning, organizing worksteam meetings, preparing and submitting minutes of meetings to NCHA Board.
- workgroup Leads may propose additional high priority items for the NCHA Board to consider adding to the NCHA workplan

Each workgroup will normally comprise one suitably qualified representative from each of the full member companies. The NCHA Board may request additional nominations for workgroup members and will make the final decision on the workgroup membership.

- Operational standardisation workgroup members should be the member's Operations Director, Commercial Director or equivalent
- Clinical Governance workgroup members should be the member's Superintendent Pharmacist (GPhC), Qualified Person (MHRA), Responsible Person (MHRA), Responsible Manager (CQC) or equivalent.
- Finance workgroup members should be the member's Finance Director, Commercial Director or equivalent.

Workgroup process

- For each workgroup, the NCHA Board agrees the subjects to be reviewed, outcomes expected and high level approach to be taken within the context of the overall NCHA workplan.
- Subject and high level approach is documented and approved (e.g. within the NCHA overall workplan, as an approved briefing paper or workgroup minutes)
- The workgroup lead should take reasonable steps to ensure that all workgroup participants agree on the final draft and/or recommendations to be presented to the NCHA Board.
- In the event of disagreement within the Workgroup the matter is to be settled by a simple majority vote with the Workgroup Lead having the casting vote
- The workgroup prepares final draft documents and to make recommendations in writing to the NCHA Board.
- The NCHA Board reviews and approves by 70% majority of the voting member companies.
- If not approved, the workgroup receives request to review in light of feedback based on interpretation of subject and high level approach by the NCHA Board.
- Revised versions of documents and/or recommendations are prepared by the workgroup and resubmitted to the NCHA Board for approval.
- If not approved for the second time, the matter Board must decide whether to proceed with further drafts or recommendations or not due to general disagreement on the subject.

History:- This document is based on the NCHA Functional Sub-group Terms of Reference version 1 approved by NCHA Standing Committee on 17 Nov 2011