

## Terms of Reference

### South East London Integrated Pharmacy Stakeholder Group (IPSG)

#### 1. Introduction

The SEL ICS is responsible for £850million of medicines expenditure annually system wide and delivers a substantial integrated medicines optimisation and pharmacy transformation programme for the ICS. This programme includes a wide range of quality, safety and clinical effectiveness workstreams ensuring a high value, innovative approach which supports proactive chronic disease management, promotes self-care and empowers people.

#### 2. Purpose

The SEL Integrated Pharmacy Stakeholder Group (IPSG) facilitates professional pharmacy collaboration and leadership within the ICS to deliver a transformation plan that enhances value, promotes safer medicine use, and drives innovative care models. It partners with the SEL Integrated Medicines Optimisation Committee which delivers the multidisciplinary oversight on clinical pathways, managing the entry of new and repurposed medicines, medicines safety, and antimicrobial stewardship. See Appendix 1 for the medicines optimisation governance chart.

It will also work alongside the following multiprofessional clinical leadership groups and forums, convening the pharmacy leadership to ensure pharmacy expertise into the development of end to end pathways and services:

- SEL Clinical and Care Professional forum
- SEL People Board
- Programme and Transformation Boards across SEL

Key Functions:

- Foster collaboration and avoid duplication.
- Support a reduction in health inequalities and improve access to medicines.
- Align pharmacy expertise with ICS goals, including the NHS Long Term Plan, Joint Forward Plan, and Transforming and Integrating Medicines Optimisation (TIMO) objectives.

Strategic Responsibilities:

- Financial sustainability and integration from population health to tertiary care.
- Set standards and outcomes for medicines optimisation.
- Shape population health management strategies.
- Lead research and evidence generation.
- Ensure quality assurance and safety.
- Develop and implement a unified pharmacy workforce model.

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#### 3. Objectives

- Develop and deliver pharmacy and medicines optimisation objectives across the ICS, focusing on the Long Term Plan, TIMO, and Joint Forward Plan.
- Prioritise and balance local and national NHS needs.
- Enhance health outcomes, reduce inequalities, and improve patient experience.
- Implement best practice and guidance, including NICE technology appraisals.
- Optimise resource use for performance and service excellence.
- Collaborate with regional and national pharmacy leadership groups.
- Ensure pharmacy representation on key ICS decision-making groups

#### 4. Structure

An Integrated Pharmacy Leadership team will be formed from a nominated representative from each sector within the core IPSG membership. The purpose of this team will be to provide strategic oversight, a rapid response to urgent pharmacy issues where required by the ICS, and to ensure that IPSG is representative and that actions and workplans are progressing to agreed timescales.

Working Groups will focus on key themes and deliver projects with leadership from existing resources. The Integrated Pharmacy Leadership team will:

- Provide strategic oversight.
- Address urgent pharmacy issues.
- Ensure representation and adherence to timelines.

The following working groups are established under the IPSG:

- Medicines Value Group. Develop cross sector medicines plans and metrics to ensure that medicines pathways in SEL deliver high value care, supporting the system to invest in high value medicines and deliver Quality, Innovation, Productivity and Prevention (QIPP) plans and cost improvement plans (CIP).
- Integrated Pharmacy Workforce Group. To enable a pharmacy workforce strategy in SEL, ensuring that diverse leadership is at the heart of the strategy, developing measures to demonstrate achievement of this in line with inclusive pharmacy practice principles.
- Community Pharmacy Integration Group. To develop integrated models of care supporting implementation and delivery of community pharmacy clinical services.

#### 5. Accountability

The IPSG reports to the SEL Integrated Care Board executive committee via the Integrated Pharmacy Leadership team. Resources and leadership across partner organisations are reviewed regularly.

#### 6. Chair Responsibilities

The Chair and Vice-Chair roles are held within the Integrated Pharmacy Leadership team. They ensure effective functioning, balanced debates, and progress reporting to the NHS London Pharmacy Leadership Group, SEL ICS Executive, and other forums. The Chair fosters collaboration and ensures all sectors contribute to agreed plans.

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#### 7. Membership

Organisation/Network	Role
Provider Trusts Guy's & St Thomas' NHS Foundation Trust (GSTT) King's College Hospital NHS Foundation Trust (KCH) Lewisham and Greenwich NHS Trust (LGT) South London and Maudsley NHS Foundation Trust (SLaM) Oxleas NHS Foundation Trust	Chief Pharmacist from each organisation (or delegated staff)
Health and Justice	Chief/Lead Pharmacist (or delegated staff)
Community Pharmacy SEL  Community Pharmacy Neighbourhood Lead (CPNL)	SEL Chief Executive Officer-Community Pharmacy South East London (or delegated staff) A nominated CPNL
Primary Care Network representative	Senior PCN Pharmacy Leader (MD/Clinical Director). Practice PCN Pharmacist
King's Health Partners Pharmaceutical Sciences Clinical Academic Group (PSCAG)	Chair
SEL ICB Medicines Optimisation	Chief Pharmacist Associate Chief Pharmacists Assistant Director & Lead Pharmacists, Integrated Medicines Optimisation Assistant Directors for Medicines Optimisation at Place (Lambeth, Southwark, Lewisham, Bromley, Bexley, Greenwich boroughs)
<b>As Required/non-voting:</b>	
Chairs of IPSG sub groups if not already part of the IPSG core membership.	Medicines Value Group Community Pharmacy Integration Group Integrated Pharmacy Workforce Group
Patient, Public or voluntary sector organisation	Depending on requirements.
NHS England (London Region)	Regional Chief Pharmacist Chief Pharmacist , Specialised Commissioning
South East England Genomic Medicine Service Alliance (GMSA)	Lead Pharmacist
South London Health Innovation Network (HIN)	Lead Pharmacist or representative
Public Health Medicine	Directors of Public Health, Public Health Consultants
SEL Local Authorities	Commissioning Managers
SEL ICB	Associate Director, Learning Disability & Autism

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Organisation/Network	Role
	Senior Pharmacist, Integrated Medicines Optimisation Senior Pharmacy Technician, Integrated Medicines Optimisation SEL Population Health Pharmacist
Specialist Expertise	To be determined as required based on the topic under discussion.
Acute Planning	Acute contracting leads and managers
ICS Finance	Director or Associate Director of Finance

Member responsibilities.

- Contribute to the development and delivery of TIMO and the Joint Forward Plan.
- Participate in working groups and link to expert networks.
- Collaborate to resolve challenges and provide clinical leadership.
- Represent sector views and align group work with their practice area.
- Provide updates on progress, risks, and issues.
- Ensure effective engagement within their professional networks

#### 8. Decision making

- Recommendations with financial implications are escalated to the appropriate committee.
- Other decisions are ratified through formal noting or executive consideration.
- Decisions aim for consensus but may proceed by majority vote if required.
- Members act per the Nolan Principles of Public Life.

#### 9. Register of Interests.

All members will be asked to complete a Register of Interest annually and when changes are required. They will declare conflicts of interest on agenda items as appropriate.

The online Declarations of Interest process for the group is outlined in Appendix 2.

#### 10. Quoracy

At least 50% of core members should be in attendance, with at least one each from primary care and an acute Trust. The group must ensure that key members are present on a case-by-case basis depending on the agenda of an individual meeting.

#### 11. Meeting frequency

## **Terms of Reference**

### **South East London Integrated Pharmacy Stakeholder Group (IPSG)**

IPSG: Every 8 weeks.

Integrated Pharmacy Leadership team: Weekly for ongoing work.

Attendance is mandatory; deputies may attend with prior approval.

#### **12. Terms of Reference review**

Reviewed annually, with changes approved by the ICB Executive.

#### **13. Reporting**

Meeting papers will be made available a minimum of six working days in advance of the meeting.

Minutes will be formally recorded and key recommendations shared with the Senior Responsible Officer in the ICB's Executive Team.

#### **14. Key relationships:**

SEL Borough Medicines Implementation Groups  
SEL Integrated Medicines Optimisation Committee (IMOC) and its sub-groups  
SEL Quality & Safeguarding Committee (Medicines Safety and antimicrobial stewardship)  
SEL Provider Trust Drug and Therapeutics Committees and Formulary Committees  
Other London ICS Pharmacy Leadership forums and Integrated Medicines Optimisation Committees (or equivalent)  
London Regional Pharmacy Leadership Group  
NHS England, London Regional Pharmacy Team  
Community Pharmacy South East London  
SEL Primary Care Networks and Clinical Directors  
SEL Boroughs of Bexley, Bromley, Greenwich, Lambeth, Lewisham and Southwark  
SEL Public Health professionals  
SEL ICS Executive  
SEL ICB Finance and Commissioning Teams  
SEL ICS Programme Boards as relevant  
SEL Clinical and Care Professional Forum  
SEL Clinical and Care Professional Networks  
Patients/Public  
South London Health Innovation Network (HIN)  
SEL Acute Provider Collaborative (APC)  
SEL Local Medical Committee (LMCs)



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#### Appendix 1 Medicines Optimisation Governance Chart.

SEL Integrated Care System Medicines Optimisation and Pharmacy Structures								
National	National Pharmacy Leadership and Medicines Governance							
London	London medicines governance, Health Innovation Networks/AHSN, London Clinical Academic Groups and networks				London Pharmacy Leadership Group			
SEL ICS	SEL Multidisciplinary Medicines Optimisation				SEL Pharmacy Leadership and Integration			
	SEL ICS Integrated Medicines Optimisation Committee (IMOC)  Reports to : SEL Executive Committee. Multidisciplinary working to develop and agree medicines pathways and guidelines ICS Partnership approach, Annual workplan				SEL ICS Integrated Pharmacy Stakeholder Group (IPSG) and leadership team.  Reports to: ICS Executive via the ICB Chief Pharmacist and SEL ICB Executive Director of Planning /SEL ICB Medical Directors. Pharmacy professional leadership to improve outcomes for medicines and pharmacy services, deliver a medicines value approach and reduce inequalities in medicines. ICS Partnership approach, annual workplan.			
	Work with : Clinical and Care Professional Committee, System Transformation Boards, System Quality Board, ICS Sustainability Board.							
	Subgroups:				Subgroups :			
	Long Term Plan Pathway Groups.  Diabetes & Obesity Respiratory CVD	Specialist Pathway Groups  Inflammatory Bowel Disease Dermatology Palliative Care Rheumatology ITP, Neurology Ophthalmology	SEL Antimicrobial Stewardship Network  Also reports to: Infection Prevention and Control Committee	Medicines Safety Network.  Also reports to: System Quality Board	Over-prescribing Group  Also reports to: System Sustainability Board	ICS Integrated Pharmacy Workforce Group Professional pharmacy workforce leadership. ICS Pharmacist Prescribing Governance Group (working group).  Also works with : SEL ICS People Board	SEL ICS Medicines Value Group  Pharmacy leadership to ensure a medicines value approach for SEL ICS.  Also reports to : ICS Planning and Finance Committee	Community Pharmacy Integration Group  Development of integrated models of care. Implementation and delivery of community pharmacy clinical services.  Links with the primary care leadership group
Local Care Partnership (Place)	Primary care network (PCN) and community pharmacy professionals and healthcare staff work within neighbourhoods as part of developing Integrated Neighbourhood Teams. PCN pharmacy teams work as part of the MDT to drive improvements in population health and deliver direct patient care. Place multidisciplinary medicines groups deliver medicines priorities, shaping and implementing ICS guidelines and pathways for medicines. A collaborative ICB medicines team works across Place and on collective priorities across SEL.				PCN pharmacists provide patient facing care and medicines reviews. Pharmacy networks bring pharmacists in general practice, community and integrated or Place based roles together to respond to local medicines optimisation priorities. Training hubs provide access to training and development opportunities for pharmacists. Integrated pharmacy roles are developed, considering shared workforce models between providers . Community Pharmacy leadership in Local Care Partnerships.			

Leadership at all levels

Leadership at all levels

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#### Appendix 2. Declaration of Interests (DOI) process (adapted from the SEL IMOC process)

The declaration of interest (DOI) process for the SEL Integrated Pharmacy Stakeholder Group (SEL IPSG) and SEL IPSG sub-groups can be completed through the SEL Integrated Care Board (ICB) online platform “**Disclose**”.

[Disclose](#) can be accessed by all SEL IPSG and sub-group members regardless of whether they are employed by SEL ICB.

Please see below for further information on how to access and complete a DOI via [Disclose](#)

1. Access the SEL ICB declaration of interest website “Disclose” via this link - <https://selicb.disclose.org.uk/> and click on the green “Start Now” button.



2. Enter your details as directed. If you are not an employee of SEL ICB, you will need to select your employing organisation from the drop-down list.

Once you have entered your details, complete the following:

i. If you are a member of the main SEL IPSG only - select “IPSG – Main Group” as shown by the red circle.

ii. If you are a member of SEL IPSG sub-groups only - select the IPSG sub-group you belong to.

iii. If you are a member of more than one group: If you belong to more than one sub-group or are a member of the SEL IPSG and IPSG sub-groups, please select all the Groups you are a member of.

*Click next and complete your declaration of interest as directed.*

**Note: If you are a member of SEL Integrated Pharmacy Working Group (IPWG), please select ‘IPSG – Ways of Working sub-group’**



## DISCLOSE

Please indicate if you're a member and or attend any of the following committees

- ☐ IPSG - Community Pharmacy sub-group
- ☒ IPSG - Main Group
- ☐ IPSG - Medicines Value Group sub-group
- ☐ IPSG - Ways of working sub-group

3. After completing your submission you will receive an email, please click on the link, or copy it into your browser and confirm your submission. **\*Note:** this may be sent to your junk box. **Please check your Junk email folder too for this email.**

Once confirmed you will receive an email thanking you for your submission and advising you that it is being reviewed by administrators.

Once reviewed you will receive a final email from “Disclose South East London ICB” advising you that your submission has been approved.

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#### Document Control

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<b>Information Governance Class (Restricted or unrestricted)</b>	Unrestricted



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#### Version / Change History

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Approving Committee / Group</i>	<i>Reason</i>
V2	January 2025	Lead Pharmacist, Integrated Medicines Optimisation	SEL Integrated Pharmacy Leadership Group SEL IPSG ICB Executive	Annual review of the Terms of Reference

#### Consultation History for this version

<i>Consultation Body / Persons</i>	<i>Area of expertise</i>	<i>Date sent</i>	<i>Date returned</i>	<i>Comments</i>	<i>Changes made</i>
Integrated Pharmacy Stakeholder Group	Pharmacy and Medicines Optimisation	23/01/25			
Integrated Pharmacy Leadership team	Pharmacy and Medicines Optimisation leadership	14/01/25			