



Steering Group Terms of reference

Aim:

To provide external landscape and stakeholder input, and guidance of activities and outputs of the British Pharmaceutical Nutrition Group (BPNG)

Objectives:

- Provide advice and direction to the BPNG Executive Committee
- Provide guidance on projects and initiatives
- Bring and share ideas about potential projects and collaborations
- Monitor activity/project quality and progress
- Evaluate and monitor organisational risk (financial and operational)
- Review financial status
- To understand the strategic direction of the NHS
- To understand the strategic direction of the pharmaceutical industry

Cadence of meetings:

2 per year

- 1 Face to face (logistically day before study day)
- 1 Virtual

Standing agenda items:

- Education & Training update (BPNG Education Officer)
- Wider educational initiatives (Steering Group members to share activity)
- Finance (BPNG Treasurer to update)
- Collaborative opportunities (BPNG Exec and Steering Group members to share)
- Current and future projects (BPNG Exec and Steering Group members to share)
- Update on wider landscape e.g. commissioning, purchasing, regulatory changes, clinical updates
- Annual review of the group's Terms of Reference

Membership:

- Senior members of the BPNG Executive committee (Chair, Vice Chair, Treasurer, Education and Training Officer, Communications Officer, Research Officer, Secretary)
- Corporate representatives – manufacturers, service providers
- Adjacent professional groups e.g. UKCPA, NPPG (PANG), BAPEN, PASG

- Adjacent academic institutions e.g. Cardiff
- Relevant stakeholders e.g. related to ongoing projects
- NHS national policy drivers
- Preparative Services Quality Assurance representative

Minutes of meetings:

- Taken by BPNG Secretary
- The record will be a summary of discussions and actions with no company or organisation-identifiable information
- To be agreed by Steering Group prior to sharing with wider BPNG Executive Committee members