

BCPP Steering Group Recruitment for Community/Voluntary Members

CDHN is recruiting two new community/ voluntary members to join the Building the Community-Pharmacy Programme (BCPP) Steering Group.

The BCPP Steering Group have an important role in providing strategic direction for the programme and are directly involved in grant making decisions.

We welcome applications from community organisations who have previous experience of delivering a BCPP project. Involvement in the Steering Group will not exclude organisations from applying for funding as provisions are made to manage the conflict of interest.

Full details of the purpose of the Group and commitment are listed below in the Terms of Reference for the group.

If you are interested in this role, please complete the expression of interest form at the end of this document and return to CDHN.

If you would like to have a discussion about your suitability for the role or have any questions, please email kathymartin@cdhn.org to arrange a chat.

For more information on the Building the Community-Pharmacy Partnership programme click [Building the Community-Pharmacy Partnership Programme | Community Development and Health Network \(cdhn.org\)](#)



Building the
Community-
Pharmacy
Partnership

BCPP

STEERING GROUP TERMS OF REFERENCE

May 2023

Funded by



Department of
Health

www.health-ni.gov.uk



Community
Development
& Health Network

Background to the steering group:

The BCPP Steering Group was set up in 2004 after it was decided that the programme was to be funded on a recurrent basis. Initially the role of the steering group was to effectively manage the transition of the programme from a project format to a service provision format and then to provide strategic direction for the programme.

Purpose of the steering group:

1. CDHN is accountable for the delivery of the programme – the steering group provides a mechanism for CDHN to manage and prioritise projects for level 2 funding. In this the steering group is accountable to CDHN.
2. CDHN is accountable to DoH in how it manages the programme – the steering group provides advice to CDHN on delivery which provides an assurance to Department that funding is being utilised appropriately.
3. The Steering group provides strategic advice on the positioning of the programme which is helpful to both CDHN and DoH.
4. The steering group champion community development approaches and action across the social determinants of health with in the BCPP programme and throughout the wider HSC family.

Membership:

Membership is open to representatives from the community, voluntary, statutory and private sectors. Membership is intended to comprise of 16 members (minimum of 12) and should represent a good balance of sectors.

Membership is on an individual basis. The screening process requires in-depth knowledge of the programme and therefore substitution at meetings is inappropriate.

Members should have knowledge of and experience in some of the following:

- Strategic management
- Managing funding
- Community pharmacy services
- Commissioning
- Community development approaches to health & health inequalities

- Understanding of the regional context of health work in NI.
- Public health
- Education and training
- Knowledge of equality and inclusion (section 75)

Meetings

The Steering Group meets twice a year, in January and May. CDHN carry out all administration in relation to the meeting and minutes.

The group is chaired by Department of Health, SPPG staff or deputy as agreed. Meetings are carried out either online or face to face and there must be a cohort of ½ + 1 for meetings to proceed.

The BCPP team complete internal screening of the applications and write a one-page summary for each application. CDHN distribute the application forms, guidance notes and summaries two weeks before the meeting.

Steering group members complete Level 2 assessments before the meeting and send their scores to CDHN in preparation for the meeting.

BCPP Steering Group Agreement

All members of the Steering Group are required to sign an agreement document when they join, which is updated as required. (Example on page 4)

The Agreement document includes the following 3 sections:

1. Conflict of Interest Declaration

Members will declare any conflicts of interest in relation to the overall programme or individual applications. Members should look at the list of applications they have been sent for screening and check for conflicts of interest. If they have any, report to CDHN who will swap their subgroup if possible. If this cannot be accommodated, they can omit that application and declare a conflict before the meeting (e.g., someone has a personal connection with a community group or pharmacy in an application).

2. Confidentiality Agreement

Applications are confidential and should not be shared with anyone outside the steering group. All discussions about community groups and pharmacies should be

treated as confidential and members should not share information about who has been successful before the official notification has been made by CDHN.

3. Data Sharing Agreement

Applications include organisational data such as contact numbers and addresses of employees and volunteers. CDHN share information with members in zipped folders by email. In line with our GDPR policy this zipped folder must be deleted from your email and deleted items folder after the funding decisions are made. If the information is stored in folder on your computer, it must be deleted, and any printed copies must be confidentially shredded. CDHN will send a reminder email one week after the steering group meeting to remind you to remove the data.

Review:

Every 3 years or sooner if needed.