

United Kingdom Medicines Information (UKMi) Interim Executive 2022-2024

Terms of Reference

Purpose

- To coordinate the UKMi network, and provide it with strategic leadership.
- To oversee the transformation of the UKMi Executive so that its membership better reflects the wider membership of the UKMi network

Roles & Responsibilities

- To develop, monitor and review a strategic plan for the UKMi network in the NHS.
- To develop, monitor and review a yearly work plan.
- To review work plans/outputs from the standing UKMi subgroups and delegate work as necessary.
- To oversee use of UKMi network funds.
- To support the continued delivery of the primary objectives of the UKMi network.
- To provide professional leadership to the UKMi Network.
- To lead on the maintenance of the UKMi Network structure.
- To lead on workforce development, governance and professional standards for individuals within the UKMi Network.

Specific objective of UKMi Interim Executive

- To agree, direct, and lead on the transformation of leadership within the UKMi Network over a 24 month timeframe (1st April 2022 to 1st April 2024), working towards expanding and diversifying membership of the UKMi Executive.

Membership

- UKMi Executive shall be composed of at least one member of the UKMi network from each home country (England, Northern Ireland, Scotland & Wales)*.
- A list of current UKMi Executive members can be found by searching the 'Contacts' section of the UKMi website.
- A Chair, Vice-Chair, and Secretary will be appointed from the membership, each for a period of two years. These periods may be extended by up to two years with a consensus agreement from the executive.
- A nominated UKMi Executive member shall be appointed to have oversight of any pooled or shared financial resources of the UKMi Executive, on behalf of the UKMi Network.
- Election of officers will be by nominations from UKMi Executive members followed, if more than one nomination is received, by a simple majority vote of attending members at a convenient meeting. A quorum for this action will be 60% of full members at the time of voting.

Meetings

- The UKMi Executive will meet virtually on a monthly basis. Members are expected to attend each meeting. Members may nominate a deputy if they cannot attend. Deputies will be expected to fulfil the role of the UKMi Executive member and will have full decision-making rights.
- Annual declarations of interest will be collected and retained by the secretary. Members who have any personal interests in any matters under discussion should declare them at the beginning of the meeting. The Chair will determine whether the member should withdraw from the discussion and/or any decision making concerning that matter.
- Minutes will be taken of all meetings and shared with the UKMi Executive.

Accountability

- The UKMi Executive is not a legal entity in its own right. Each member is accountable to their individual employer, their commissioner and their constituent networks.

Working Groups / Sub-committees

- Task specific Working Groups are delegated from within the membership of the UKMi Executive, with additional representatives co-opted from the wider UKMi Network and other bodies as required. Currently, the following standing Working Groups are constituted:
 - Quality and Risk Management Group
 - Workforce Development Group
 - MiDatabank User & Steering Groups
- In addition to these standing Working Groups, further Task and Finish Groups may be constituted by the UKMi Executive to support the transformation of leadership of the UKMi Network over the lifetime of the UKMi Interim Executive, according to need. Any Task and Finish Groups would have a defined purpose agreed, report to the UKMi Interim Executive, and should include at least one Executive member.

Decision making

- All UKMi Executive members must commit to regular attendance at meetings, as continuity and balanced input into decision-making is of utmost importance. Deputies will be expected to fulfil the role of the UKMi Executive member and will have full decision-making rights.
- Open, honest, challenging and respectful debate is encouraged at meetings. Decisions should wherever possible be reached by consensus. Where consensus is not possible, decisions will be taken by majority agreement. Once a decision has been reached, a corporate view will be presented and maintained by Executive members.

Quoracy

- A quorum of two-thirds of members is required for decision making. To enable progress to be maintained, should an individual meeting not be quorate, proposed decisions can be

shared with all UKMi Executive members after the meeting for agreement before the next meeting.

Information Sharing

- Minutes will be taken of all meetings and shared with the UKMi Executive. Summaries of agreed key information for sharing will be produced by the UKMi Executive or subgroups.
- UKMi Executive will keep members of the wider UKMi Network and stakeholders informed of developments via through a variety of communication avenues.

*In order to oversee the transformation of leadership within the UKMi Network, but to also continue to coordinate the UKMi network and provide it with strategic leadership, the Interim UKMi Executive comprises of all members of the previous UKMi Executive.