

# **Appendix A**

## **Pharmaceutical Needs Assessment Steering Group**

**Terms of Reference 2017**

## **1. Background**

The provision of NHS Pharmaceutical Services is a controlled market. Any pharmacist, dispensing appliance contractor or dispensing doctor (rural areas only), who wishes to provide NHS Pharmaceutical services, must apply to be on the Pharmaceutical List.

The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 (SI 2013 No. 349) set out the system for market entry. Under the Regulations, Health and Wellbeing Boards are responsible for publishing a Pharmaceutical Needs Assessment (PNA); and NHS England is responsible for considering applications.

A PNA is a document which records the assessment of the need for pharmaceutical services within a specific area. As such, it sets out a statement of the pharmaceutical services which are currently provided, together with when and where these are available to a given population. The PNA is used by NHS England to consider applications to open a new pharmacy, move an existing pharmacy or to provide additional services.

Southend-on-Sea Borough Council published its first PNA under the Regulations in December 2014. The Health and Wellbeing Board has now initiated the process to refresh the PNA; this is in accordance with the Regulations which require a new document to be published every 3 years.

## **2. Role**

The Southend-on-Sea Steering Group (PNA SG) has been established to:

- Oversee and drive the formal process required for the development of a PNA
- Ensure that the published PNA complies with all the requirements set out under the Regulations
- Promote integration of the PNA with other strategies and plans including the Joint Strategic Needs Assessment, the Joint Health & Wellbeing Strategy, the NHS Southend CCG Commissioning Strategy Plan and other relevant strategies including the Sustainability and Transformation Plan
- Establish arrangements to ensure the appropriate maintenance of the PNA, following publication, as required by the Regulations

## **3. Key Objectives**

- Champion the work to develop the PNA with internal and external stakeholders, including patients, service users and the public
- Approve the project plan and timeline
- Drive the project ensuring that key milestones are met
- Ensure that the requirements for the development and content of PNAs are followed and that the appropriate assessments are undertaken, in line with the Regulations
- Review, and agree, the localities which will be used for the basis of the assessment
- Undertake an assessment of the pharmaceutical needs of the population and make recommendations based on this assessment

- Review, and refine if necessary, the criteria for necessary and relevant services and apply these to pharmaceutical services, taking into account stakeholder feedback including views from patients and the public
- To revisit choice and the principles used to determine if this is sufficient
- Determine the impact of changes which have occurred since the current PNA was written, including: changes to the application process which allow consolidation of contracts; the new remuneration arrangements for community pharmacy (which apply from 1 December 2016) and the Pharmacy Access Scheme
- Determine the maps which will be included in the PNA
- Approve the framework for the PNA
- Develop and approve a draft PNA for formal consultation with stakeholders
- Oversee the consultation ensuring that this meets the requirements set out in the Regulations
- Consider and act upon formal responses received during the formal consultation process, making appropriate amendments to the PNA
- Develop and approve a consultation report as required by the Regulations and ensure that this is included within the final PNA
- Submit the final PNA to the Health & Wellbeing Board for approval prior to publication
- Consider and document the processes by which the HWB will discharge its responsibilities in relation to maintaining the PNA; and formally responding to consultations initiated by neighbouring HWBs. This includes making a recommendation on the long term structures required to underpin these responsibilities
- Advise the HWB, if required, when consulted by NHS England in relation to consolidated applications
- Document and manage potential and actual conflicts of interests

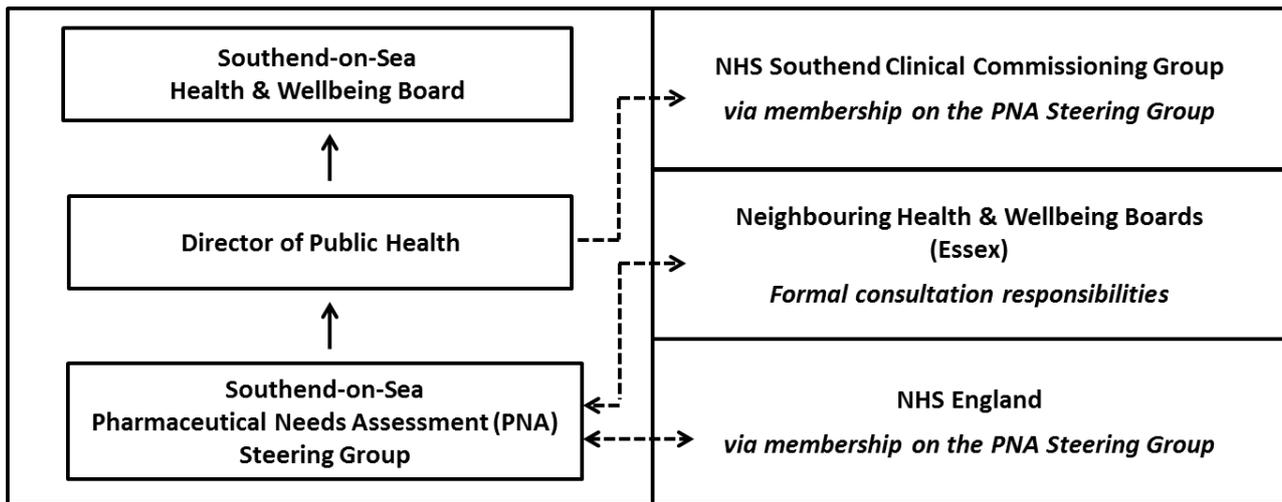
#### **4. Governance**

The following Governance arrangements have been established:

- The Southend-on-Sea HWB has delegated responsibility for the development and maintenance of the PNA; and for formally responding to consultations from neighbouring HWBs to Director of Public Health (DPH)
- The Southend-on-Sea PNA SG has been established to support the DPH with the discharge of all functions relating to the PNA. The PNA SG reports to the DPH and is accountable to the HWB through this route

- In addition, the PNA SG will keep the following organisations informed of progress:
  - NHS England via membership on PNA SG
  - NHS Southend CCG via membership on the PNA SG
- The final PNA will be presented to the HWB for approval prior to publication

The diagram below illustrates the accountability and reporting lines between the Southend-on-Sea PNA SG and the various committees and organisations with which it needs to interact with respect to discharging its responsibilities:



## 5. Meeting Frequency

The PNA SG will meet, either on a face to face basis or virtually (conference call or email discussion), approximately every 4 - 10 weeks, in accordance with the needs of the project plan.

Following publication of the final PNA, the PNA Steering Group will be convened on an 'as required' basis to:

- Fulfil its role in timely maintenance of the PNA
- Advise the HWB, when consulted by NHS England, in relation to consolidated applications

## 6. Project Management

Webstar Lane Ltd has been commissioned to provide project management support for the development of the PNA.

## 7. Membership

CORE MEMBERS	
Name	Role
James Williams then Marion Gibbon	Chair & Southend-on-Sea BC Lead for the PNA (until April 2017)
Karen Samuel-Smith	Essex Local Pharmaceutical Committee
Cathy Pedder	Essex Local Medical Committee

CORE MEMBERS	
Name	Role
Jane Newman	Chair, Essex Pharmacy Local Professional Network
Sally Watkins	Senior Public Health Intelligence Analyst, Southend-on-Sea BC
Georgina Shanley	Primary Care Commissioning Officer, NHS England (East)
Vanessa Lane	PNA Project Manager
EXTENDED / ADVISORY MEMBERS	
Name	Role
Simon Williams	Associate Director Medicines Management, NHS Southend CCG
Lois Taylor	Prescribing Advisor, NHS Southend CCG
Mandy O'Calaghan	Healthwatch
Leanne Crabb	Senior Office, Healthwatch, specific responsibility for engagement
Suzanne Newman then Angeline Burton	Senior Consultation and Participation Adviser, Southend-on-Sea BC (until June 2017)
Grace Taylor	Engagement Officer – Policy, Engagement & Communication
Evelyn Allen	Director of Pharmacy, Southend University Hospital NHS FT
Louise Crowley	Community Health Services Lead Pharmacist, Essex Partnership University NHS FT (EPUT)
Sharon Gray	Contract Manager, NHS England (East)

The PNA SG may co-opt additional support and subject matter expertise as necessary. In carrying out its remit, the PNA SG may interface with a wider range of stakeholders.

## 8. Quorum

- Chair (or nominated deputy)
- Community Pharmacist (LPC, Pharmacy Local Professional Network or local contractor)
- Two other members
- Webstar Lane Representative

## 9. Approval

Original Terms of Reference Approved by the Southend-on-Sea Health & Wellbeing Board on 30 January 2014; Membership reviewed and updated by the PNA Steering Group on 11 February 2014

Revised Terms of Reference Approved by the Southend-on-Sea HWB in March 2017