

<p style="text-align: center;">Pharmaceutical Needs Assessment Steering Group Terms of Reference</p>

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.

The Regulations require HWBs to develop and publish a PNA by 1 April 2015.

2. Role

The Croydon 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 Croydon CCG Commissioning Strategy Plan and other relevant strategies
- 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
- Oversee implementation against 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
- Determine 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 for documentation within the PNA
- Determine 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
- Determine the maps which will be included in the PNA
- Develop 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 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
- Document and manage potential and actual conflicts of interests

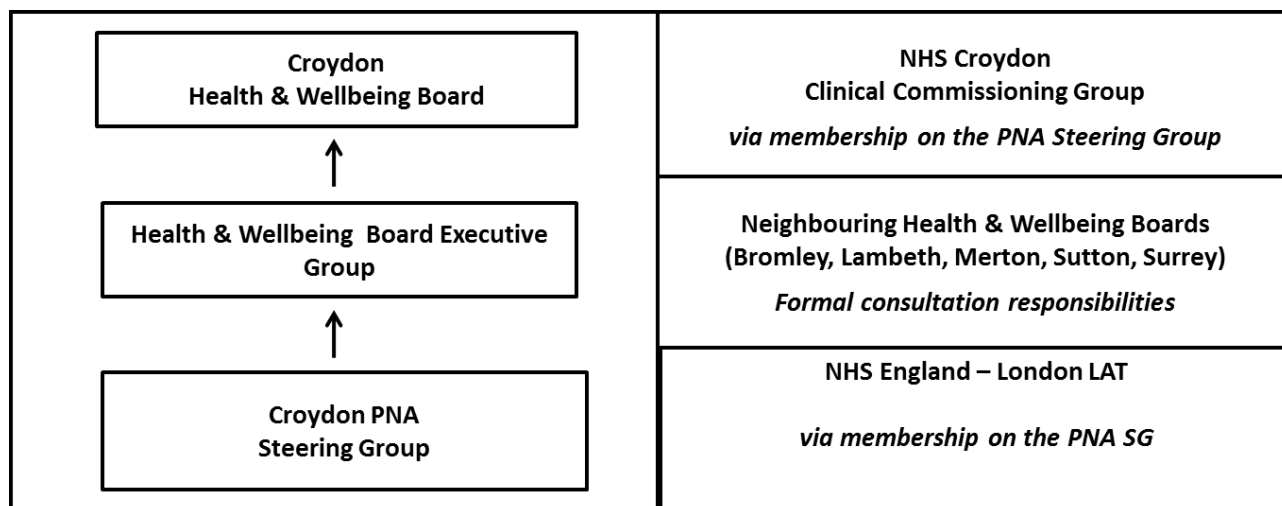
4. Governance

The following Governance arrangements have been established:

- The Croydon HWB has delegated responsibility, for the development and maintenance of the PNA; and for formally responding to consultations from neighbouring HWBs, to the Health & Wellbeing Board Executive Group (HWBEG)
- The Croydon PNA SG has been established to support the operational management of the PNA process. The PNA SG is accountable to the HWB via the HWBEG
- In addition, the PNA SG will keep NHS England informed of progress via membership on PNA SG

- The draft PNA for consultation will be approved by the HWBEG prior to the formal consultation being initiated
- 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 Croydon PNA SG and the various committees and organisations with which it needs to interact with respect to discharging its responsibilities:



Transparent arrangements to manage actual and potential conflicts of interest have been established as follows:

- A register of interests will be maintained. This will be updated at each PNA Steering Group meeting and signed by members.
- The register will be kept under review by the HWBEG
- Declaration of interests will be a standing item on each PNA Steering Group agenda; any interests which are declared will be notified to the HWBEG
- Where a member has a conflict of interest for any given agenda item, they will be entitled to participate in the discussion but will not be permitted to be involved in final decision making

5. Meeting Frequency

The PNA SG will meet, either on a face to face basis or virtually (conference call or email discussion), approximately every 6 - 8 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.

6. Project Management

Webstar Lane Ltd has been commissioned to provide consultancy support to prepare the PNA and will also provide project management support. Vanessa Lane, is the Webstar Lane Director, with overall responsibility for developing the PNA and project management

7. Membership

CORE MEMBERS	
Name	Role
Cynthia Folarin (Steve Morton as deputy)	Interim Assistant Director of Public Health; Croydon Lead for the PNA and Chair of the PNA Steering Group (SG)
Matthew Phelan	Interim Public Health Principal, Croydon Project Lead for the PNA
Andrew McCoig	Chief Executive, Croydon Local Pharmaceutical Committee
CJ Patel	Chair, Croydon Local Pharmaceutical Committee & Pharmacy Contractor
Mark Justice	Chief Executive, Croydon Healthwatch
Barbara Jesson	Principal Pharmacist (Community Pharmacy Advisor / Medicines Optimisation Lead); NHS Croydon Clinical Commissioning Group
Leila Reid	Strategy, Commissioning & Procurement Lead, Croydon Council
Mandy Ravalia	PNA Project Support
David Tamby-Rajah or Yvonne Davies Angela Ezimora-West	NHS England
Vanessa Lane	Project Manager, Webstar Lane
EXTENDED / ADVISORY MEMBERS	
Name	Role
David Osborne	Public Health Analyst, Public Health Croydon
Steve Morton	Head of Health and Wellbeing, and Deputy Chair of the PNA SG
Denise Malcolm	Public Health Communications Lead, Croydon Council
Louise Coughlan	Chief Pharmacist, Croydon Health Services NHS Trust (Acute and Community Services)
Dr Richard Brown Michael Clementson	Local Medical Committee
David Taylor Mach Shubra	South London & Maudsley NHS Foundation Trust
Brian Longman	Patient Representative, Croydon CCG

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. Reporting

A progress report will be provided on a quarterly basis to HWBEG.

10. Approval

Approved by the Health & Wellbeing Board Executive Group on 15 July 2014