

Pharmaceutical Needs Assessment Terms of Reference

Objective / Purpose

To support the production of the Pharmaceutical Needs Assessment on behalf of the Health and Well Being Boards in North Central London, to ensure that it satisfies the relevant regulations including consultation requirements.

Delegated Responsibility

Insert as agreed

Accountability

The Steering Group is to report to the nominated Public Health Lead.

Membership

Core members for each council:

- Consultant for Public Health / Nominated PH Lead
- NHS England representative.
- Local Pharmaceutical Committee representative.
- CCG representative.
- Health Watch representative (lay member).

Soar Beyond are not to be a core member however will chair the meetings. Each core member has one vote. The Consultant in Public Health / nominated PH lead per council will have the casting vote, if required. Core members may provide a deputy to meetings in their absence. The Steering Group shall be quorate with three core members in attendance per council, one of which must be an LPC member from the respective council. Non-attending members are unable to cast a vote – that vote may otherwise sway the casting decision.

Additional members (if required):

- CCG Commissioning Managers
- NHS Trust Chief Pharmacists
- Local Medical Committee representative.

In attendance at meetings will be representatives of Soar Beyond Ltd who have been commissioned by North Central London Councils to support the development of the PNA. Other additional members may be co-opted if required.

Frequency of meetings

Meetings will be arranged at key stages of the project plan. The Steering Group will meet in summer 2022 to sign off the PNA for submission to the Health and Wellbeing Board.

Responsibilities

- Soar Beyond will provide a clear and concise PNA process that is recommended by the Department of Health and Social Care Pharmaceutical Needs Assessment Information pack for local authority health and wellbeing boards published on Oct 2021.
- Review and validate information and data on population, demographics, pharmaceutical provision, and health needs.
- To consult with the bodies stated in Regulation 8 of The NHS Regulations 2013:
 - Any Local Pharmaceutical Committee for its area.
 - Any Local Medical Committee for its area.
 - Any persons on the Pharmaceutical lists and any dispensing Doctors list for its area.
 - Any LPS Chemist in its area.
 - Any Local HealthWatch organisation for its area.
 - Any NHS Trust or NHS Foundation Trust in its area.
 - NHS England.
 - Any neighbouring HWB.
- Ensure that due process is followed.
- Report to Health & Wellbeing Board on both the draft and final PNA.
- Publish the final PNA by end 1st October 2022.