

### **PNA Steering Group Terms of Reference**

#### **1. Background**

In order to provide pharmaceutical services, providers (most commonly community pharmacists but also dispensing appliance contractors and GPs in rural areas) are required to apply to be included on a pharmaceutical list. For their inclusion to be approved they are required to demonstrate that the services they wish to provide meet an identified need in the Pharmaceutical Needs Assessment (PNA) for the area.

From April 2013, the Health and Social Care Act 2012 transferred responsibility for developing and updating PNAs from the Primary Care Trusts (PCTs) to Health and Wellbeing Boards (HWWB). At the same time the responsibility for using PNAs as the basis for determining market entry to the pharmaceutical list transferred from PCTs to NHS England.

#### **2. Purpose**

The Lincolnshire HWWB has the legal responsibility for producing a PNA for every three years. A revised PNA for Lincolnshire needs to be published by 1 April 2021.

The purpose of the PNA Steering Group (PNA SG) is to develop the revised PNA on behalf of the HWWB.

The PNA SG will set the timetable for the development of the PNA, agree the format and content, oversee the statutory consultation exercise and ensure the PNA complies with statutory requirements.

#### **3. Role**

The PNA SG has been established to:

- Oversee and drive the formal process to review the PNA for Lincolnshire, including the 60 day statutory consultation exercise.
- Ensure the published PNA complies with all the statutory requirements set out in the appropriate Regulations.
- Promote integration and linkages with other key strategies and plans including the Lincolnshire Strategic Needs Assessment (JSNA), the Joint Health and Wellbeing Strategy (JHWS) for Lincolnshire and Lincolnshire's Long Term Plan.
- Establish arrangements to regularly review the PNA following publication, including issuing subsequent supplementary statements in response to any significant changes.

#### **4. Key Functions**

- To oversee the PNA process.
- To approve the framework for the PNA.
- To approve the project plan and timeline, and drive delivery to ensure key milestones are met.
- To ensure the development of the PNA meets all statutory requirements.
- To determine the localities which will be used for the basis of the assessment.
- To undertake an assessment of the pharmaceutical needs of the population including;

- mapping current pharmaceutical service provision in Lincolnshire;
  - reviewing opening hours and location of services;
  - using the JSNA and other profile data to review the health needs of the population;
  - analysing current and projected population changes in conjunction with existing patterns of service provision;
  - identifying any gaps in service provision and proposed solutions on how gaps can be addressed; and
  - considering future needs, including housing growth, and its impact on the development of services – in terms of essential, advanced and enhanced service provision.
- To produce a draft PNA for consultation.
  - To ensure active engagement arrangements are in place.
  - To oversee the consultation exercise ensuring that it meets the requirements set out in the Pharmaceutical Regulations 2013.
  - To consider and act upon formal responses received during the formal consultation process, amending the PNA document as appropriate.
  - To ensure the Lincolnshire HWB is updated on progress and that the final PNA is signed off by the Board by the end of March 2021.

## 5. Membership

Core membership will consist of:

- Member of the Public Health Senior Leadership Team (LCC) (Chair)
- Programme Manager Strategy and Development (LCC) (Project Manager)
- Programme Manager Public Health Intelligence (LCC)
- Primary Care Support Contract Manager (NHS England – Central & Midland area)
- Representative, Healthwatch Lincolnshire
- Representative, Local Pharmaceutical Committee
- Representative, Local Medical Committee
- Representative, Lincolnshire Clinical Commissioning Group
- Specialist Pharmacist Lead

In addition to the PNA SG core membership, specific expertise will be requested as required in order to meet specific elements of the Regulations, for example LCC'S Communications and Community Engagement Team will be asked to support and advice on the publication and consultation exercise.

Each core member has one vote. Core members may provide a deputy to meetings in their absence. The SG shall be quorate with five core members in attendance.

Non-attending members are unable to cast a vote – that vote may otherwise sway the casting decision.

The following are core members which are required for quoracy:

- Member of the Public Health Senior Leadership Team (LCC) (Chair)
- Primary Care Support Contract Manager (NHS England – Central & Midland area)
- Representative, Local Pharmaceutical Committee
- Representative, Local Medical Committee

## **6. Reporting Arrangements**

- The PNA SG will report to the HWB and Health Scrutiny Committee for Lincolnshire as required.
- The Chair of the PNA SG will provide regular updates on progress to the Chairman of the HWB and the Director of Public Health.

## **7. Frequency of Meetings**

The PNA SG will meet, either on a face to face basis or virtually (conference call or email discussion), bi monthly or in accordance with the project plan.

Following publication of the agreed PNA, the SG will be convened on a quarterly basis to fulfil its role in timely maintenance of the PNA.

The meetings will be administered by Public Health, Lincolnshire County Council.

## **8. Declarations of Interest**

Declarations of interest will be a standing item on each PNA SG agenda and the details will be recorded in the minutes. Where a member has a conflict of interest for any given item, they will be entitled to participate in the discussion but will not be permitted to be involved in final decision making.

If any issues arise concerning conflicts of interest, these will be reported to the HWB.

## **9. Steering Group Member Responsibilities**

Members of the PNA SG will:

- Commit time to attend meetings.
- Nominate a deputy, wherever possible, to attend meetings on their behalf in their absence.
- Actively contribute to the compilation of the revised PNA and any subsequent supplementary statements.
- Come to meetings prepared with all documents and contribute to the debate.
- Understand that the discussions at the PNA SG are confidential, unless stated otherwise, and are not to be disclose to any unauthorised person.
- Declare any conflicts of interest which might have a bearing on their actions, views and involvement with the PNA SG.

## **10. Review**

These Terms of Reference will be reviewed on an annual basis.

Last updated: January 2020

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