

Community Engagement Team,
Public Health Directorate

Consultation Plan

Lincolnshire Pharmaceutical Needs
Assessment (DRAFT)

Lincolnshire Health and Wellbeing Board

September 2014

Introduction/Background

The Health and Wellbeing Board has a statutory requirement to produce a Pharmaceutical Needs Assessment (PNA) by April 2015.

The Strategy and Performance team will co-ordinate the consultation activity for the PNA. The consultation will take place during October 2014 for a period of 60 days.

The National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 govern how the consultation is to be undertaken. The PNA consultation will seek views of stakeholders whilst ensuring we adhere to the requirement's set out in regulations.

The production of a robust PNA will ensure the people of Lincolnshire have access to adequate pharmaceutical services, whilst the consultation activity will draw on the conclusions and recommendations feeding into the PNA.

Engagement with stakeholders

#	Who engaging	Methods of engagement	Why engaging
1	<ul style="list-style-type: none">• HWB members• Health Scrutiny Committee• LA Districts• General public• LCC staff• Elected members• Additional potential partners	<ul style="list-style-type: none">• Online survey• Letter• Email	<ul style="list-style-type: none">• Have contact with/ know their communities• Have experience of pharmaceutical services and may have further ideas about how to improve services• PNA may be relevant to their job

#	Who engaging	Methods of engagement	Why engaging
2	<ul style="list-style-type: none"> • Local Pharmaceutical Committee • Local Medical Committee • Any persons on the pharmaceutical lists and any dispensing doctors • LPS chemist with whom the NHSCB has made arrangements for the provision of any local pharmaceutical services; • Healthwatch organisation • NHS trust/foundation trust • NHSCB; • Neighbouring HWB 	Online survey Letter E-mail Meetings	As identified in the Part 2 Schedule 1 Regulations

Please note: The persons mentioned in section 2 above must together be consulted at least once during the process of making the assessment on a draft of the proposed pharmaceutical needs assessment

Engagement with other stakeholders

Healthwatch Lincolnshire has undertaken a piece of work regarding pharmacies, developing a "Community Pharmacy Patient Questionnaire". This work was due to end on the 27th July 2014. There are potential links between the work that they have completed and the PNA. Findings have not yet been reported but any that are relevant will be fed into the PNA.

Identify learning, development needs & resources

This engagement plan has been developed and supported by the Community engagement team, who have undertaken all relevant training to advise and support this consultation with the legal boundaries.

All resources required will be minimal and found within existing resources.

Costs/Values – budget for consultation

It is envisaged that this will be a low key consultation with no events or workshops, we shall seek to work with targeted people via pre-existing planned meetings and groups.

Any costs incurred would be Staff time and travel and maybe refreshments

Events coordination

No specific events are planned

Communications management

What outcome do we want to achieve?

Ensure as many people as possible are aware of PNA and their opportunity to contribute to it.

Obtain the views of people with experience of pharmaceutical services, to ensure they are able to shape the PNA.

Who are the audiences we need to communicate with?

See stakeholder lists

In which order should we communicate with them to minimise risk?

Advise HWB members in the first instance

Contact stakeholder organisations next so they can disseminate information

When should communication take place to maximise the chances of the outcome being achieved and minimise the risk?

Early planning has already started and is mapped on the project plan. It is envisaged that the consultations will take place in October for 60 days.

Which channels of communication should we use?

Internal communications

Councillor briefing and Public Health newsletters

Internet – LccConnects

Press release via LCC and NHS communications

Who should lead, i.e. who should be the messenger?

HWB are responsible for the production of a PNA with a PNA working group chaired by a Public Health AD giving the message.

What are the risks associated with the issue?

Challenge/Risk	Mitigation/Opportunity
Failure to comply with regulations in relation to consultation	Engagement plan to be drafted Steering Group undertake an audit of PNA against each regulation to ensure compliance support and guidance from Community Engagement team
Lack of engagement	Promote opportunities to contribute widely and via various means Keep the message clear and simple

	Ensure its importance is shared where appropriate
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Are risks recorded on a risk register/log?

A Risk register has been completed and a project plan is in place to keep the programme on track.

How will we know if we've been successful or not?

Level of response to consultation
Improved pharmaceutical services in Lincolnshire

Feedback Consideration

Feedback is described as: methods of communicating the output or outcome of consultations to those who participated.

The regulations stipulate that the PNA includes information relating to how the assessment has been carried out. Included within this is the legal requirement to produce a report on the consultation that the HWB has undertaken.

Consultation Timetable

ID	Task Name	Duration	Start	End
1	Stage Four - Consultation	94 days	06/10/2014	12/02/2015
2	Consultation Period	60 days	06/10/2014	04/12/2014
3	Publish draft PNA on website	1 day	06/10/2014	06/10/2014
4	Issue Letter to all neighbouring Local Authority Health and Wellbeing Boards	1 day	06/10/2014	06/10/2014
5	Consultation Open (60 calendar days)	60 days	06/10/2014	04/12/2014
6	Consultation Report	50 days	05/12/2014	12/02/2015
8	Review consultation feedback and draft amendments	40 days	05/12/2014	29/01/2015
9	Draft final report for Health and Wellbeing Board	5 days	30/01/2015	05/02/2015
10	Submit final PNA and report to HWB for sign off	5 days	06/02/2015	12/02/2015
11	MILESTONE: Final PNA Report to Health and Wellbeing Board	0 days	27/02/2015	27/02/2015

Draft Consultation Document

Introduction

The Pharmaceutical Needs Assessment (PNA) is a legal document which details services which would be desirable and necessary in an area based on the local health needs and population demographics.

The Health and Social Care Act 2012 transferred the responsibility for developing and updating the PNAs to the Local Authority A Health and Wellbeing Boards (HWBs).

The NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 set out the legislative basis for developing and updating PNAs and can be found at: <http://www.dh.gov.uk/health/2013/02/pharmaceutical-services-regulations/>. There is a legal requirement for the HWB boards to publish the PNA before 31 March 2015.

PNAs will inform commissioning decisions by NHS England, clinical commissioning groups (CCGs) and local authorities (public health services from community pharmacies).

The Health and Wellbeing Board for Lincolnshire is required to consult for a period of 60 days on its Pharmaceutical Needs Assessment. As such we would be grateful if you could spend some time reading our draft Pharmaceutical Needs Assessment and responding to the questions we are seeking views on as part of producing our assessment.

Survey

Your Details*

Name	
Organisation Name (if applicable)	
Address	
Email Address	

* Providing your details is optional however if you would like to be sent a copy of the final Pharmaceutical Needs Assessment (including a report on the consultation) then please ensure you complete this section

Consultation Questions

Consultation Question			
1a	Are there any other needs which may impact on pharmaceutical services that have not been considered?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
1b	If yes, please provide details below and suggest how this could be achieved within the PNA:		
2a	In reviewing the maps of pharmaceutical provision in Lincolnshire, do you agree with the conclusion that there is adequate provision?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
2b	If not, please explain why below:		
3a	In reviewing the maps of the provision of the New Medicines Service (NMS) and Medicine Use Reviews (MURs) in Lincolnshire, do you agree with the conclusion that there are gaps in provision?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
3b	If not, please explain why below:		
4	Do you agree with the recommendations made?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
5	What are the implications of the recommendations (either to use as a provider or user of pharmaceutical services)?		

	Please provide details below:
6	If you have any further comments to make then please do so below: