

## LINCOLNSHIRE HEALTH AND WELLBEING BOARD

Open Report on behalf of Tony McGinty, Interim Director of Public Health

Report to	<b>Lincolnshire Health and Wellbeing Board</b>
Date:	<b>20 June 2017</b>
Subject:	<b>Lincolnshire Pharmaceutical Needs Assessment</b>

### Summary:

The purpose of this information report is to highlight the responsibility of the Health and Wellbeing Board to publish a Pharmaceutical Needs Assessment (PNA) every three years and to set out the process for developing the next PNA, due for publication in March 2018.

### Actions Required:

The Health and Wellbeing Board is requested to note the contents of this report.

## 1. Background

The Health and Social Care Act 2012 places a statutory responsibility on the Health and Wellbeing Board (HWB) to prepare a Pharmaceutical Needs Assessment (PNA) for Lincolnshire. The NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 set out the legislative basis for developing and updating PNAs.

The purpose of the PNA is to:

- identify the pharmaceutical services currently available and assess the need for pharmaceutical services in the future;
- inform the planning and commissioning of pharmacy services by identifying which services should be commissioned for local people, within available resources, and where these services should be;
- inform decision making in response to applications made to NHS England by pharmacists and dispensing doctors to provide a new pharmacy.

The current PNA for Lincolnshire was approved by the HWB in March 2015 and can be accessed on the Lincolnshire Research Observatory. The HWB is required to publish an updated PNA every three years; therefore the new document is due for approval and publication in March 2018.

## Governance

The PNA Steering Group will oversee the development of the PNA on behalf of the HWB. It includes representation from Public Health, NHS England, Healthwatch and the Local Pharmaceutical Committee. The PNA Steering Group terms of reference have been reviewed and are provided in Appendix A.

## Consultation

The PNA is subject to a 60 day statutory consultation period which is planned to start in October 2017. Regulation 8 of the Pharmaceutical Services Regulations specifies that that the HWB must consult with the following:

- the Local Pharmaceutical Committee;
- the Local Medical Committee;
- any persons on the pharmaceutical lists and any dispensing doctors listed for its area;
- any LPS chemist in its area with whom NHS England has made arrangements for the provision of any local pharmaceutical services;
- Healthwatch, and any other patient, consumer or community group in its area which in the view of the HWB has an interest in the provision of pharmaceutical services in its area;
- any NHS trust or NHS foundation trust in its area;
- NHS England;
- any neighbouring HWB.

The HWB must consult the above at least once during the process of developing the PNA. Those being consulted can be directed to a website address containing the draft PNA document but can, if they request, be sent an electronic or hard copy version.

The intention is to publish the draft PNA on the county council's website to enable views to be gathered from wider partners over and above the statutory consultees.

## PNA Structure and Timescales

The regulations and guidance documents stipulate the information to be contained in a PNA. The outline structure for the PNA provided in Appendix B takes account of this guidance.

The impact of the Government's decisions regarding 'Community Pharmacy in 2016/17 and beyond' will emerge during the course of 2017. Therefore the review process will need to take account of these changes as they materialise as well as provide an assessment of the implications in the new PNA.

Appendix B also provides an outline of the key milestones from the project plan. The timescales are challenging and will require capacity and input from a number of partners. It is critical that the statutory consultation period takes place between October and December 2017 to enable us to deliver a finalised PNA for approval by the HWB in March 2018. The PNA Steering Group will be responsible for monitoring the plan and report any issues of concern to the HWB.

## 2. Conclusion

The HWB has a statutory responsibility to publish a PNA for Lincolnshire. This information reports provides details on the review arrangements and timescales to enable a new PNA to be in place in March 2018.

## 3. Consultation

Not applicable

## 4. Appendices

These are listed below and attached at the back of the report	
Appendix A	PNA Steering Group Terms of Reference
Appendix B	PNA Outline Structure and Timescales

## 5. Background Papers

Document	Where can it be accessed
NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013	<a href="http://www.dh.gov.uk/health/2013/02/pharmaceutical-services-regulations/">http://www.dh.gov.uk/health/2013/02/pharmaceutical-services-regulations/</a>
Pharmaceutical Needs Assessment – information pack for local authority Health and Wellbeing Boards 2013	<a href="https://www.gov.uk/government/publications/pharmaceutical-needs-assessments-information-pack">https://www.gov.uk/government/publications/pharmaceutical-needs-assessments-information-pack</a>
Lincolnshire Pharmaceutical Needs Assessment 2015	<a href="http://www.research-lincs.org.uk/UI/Documents/Final%20PNA%20March%202015.pdf">http://www.research-lincs.org.uk/UI/Documents/Final%20PNA%20March%202015.pdf</a>

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**LINCOLNSHIRE PHARMACEUTICAL NEEDS ASSESSMENT  
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 former primary care trusts (PCTs) to Health and Wellbeing Boards. 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 Health and Wellbeing Board (HWB) has the legal responsibility for producing a PNA every three years. A revised PNA for Lincolnshire needs to be published by 1 April 2018.

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

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 Joint Strategic Needs Assessment, the Joint Health and Wellbeing Strategy for Lincolnshire and Lincolnshire's Sustainability and Transformation 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 of opening hours and location of services
  - Using the JSNA & other profile data to review of 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
  - Consideration of 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 Regulations
- To consider and act upon formal responses received during the formal consultation process, amending the PNA document as appropriate
- To ensure the Lincolnshire Health and Wellbeing Board is updated on progress and that the final PNA is signed off by the Board by the end of March 2018.

## **5. Membership**

Core membership will consist of:

- Consultant, Public Health (LCC) – Chair
- Programme Manager Health & Wellbeing (LCC) – Project Manager
- Programme Manager Public Health Intelligence (LCC)
- Primary Care Support Contract Manager (NHS England – Leics & Lincs area)
- Chief Executive Officer, Healthwatch Lincolnshire
- Chief Officer, Local Pharmaceutical Committee
- Representative, Local Medical Committee
- Representative, Clinical Commissioning Groups
- PMOS 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 Community Engagement Team will be asked to support and advice on the consultation exercise.

## **6. Reporting Arrangements**

- The PNA SG will report to the HWB 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), every 4 – 6 weeks 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 to attend meetings regularly
- 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 disclosed to any unauthorised person
- declare any conflicts of interest which might have a bearing on their actions, views and involvement within the PNA SG

## **10. Review**

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

**Revised May 2017**

## PNA Outline Structure and Timescales

### Outline Structure

Contents	
	Forward
	Acknowledgements
	Executive Summary
<b>1</b>	<b>Introduction</b> 1.1 PNA – description & background 1.2 Overview of NHS pharmaceutical services (statutory framework) 1.3 Overview of Local Pharmacy services
<b>2</b>	<b>Process</b> 2.1 Summary of the process & methods used in developing the PNA 2.2 Consultation Process 2.3 Ongoing review and supplementary statements 2.4 Local impact of the new national pharmacy contract (2016)
<b>3</b>	<b>Understanding local health needs</b> 3.1 Joint Strategic Needs Assessment 3.2 Health & Wellbeing Board/JHWS 3.3 Sustainable Transformation Plan 3.4 National Outcomes Framework 3.5 National Policy Context 3.6 Characteristics of Lincolnshire's population 3.7 General Health across Lincolnshire – overall assessment linking to health profiles at county, district & local GP practices
<b>4</b>	<b>Current Provision of NHS Pharmaceutical Services</b> 4.1 Summary of key findings 4.2 Service Providers – numbers and geographical distribution <ul style="list-style-type: none"> <li>• Community pharmacies</li> <li>• Dispensing GP Practices</li> <li>• Distance Selling practices</li> <li>• Dispensing Appliance Contractors</li> <li>• Other pharmacy provision e.g. Hospital Pharmacies/prisons?</li> <li>• Comparison with pharmacy provision elsewhere</li> <li>• Consideration of service providers available</li> </ul> 4.3 Accessibility <ul style="list-style-type: none"> <li>• Distance &amp; travel time</li> <li>• Bus Routes</li> <li>• Home Delivery Services</li> <li>• Border Areas</li> <li>• Vulnerable groups:</li> </ul> 4.4 Opening hours <ul style="list-style-type: none"> <li>• Community Pharmacies</li> <li>• Dispensing GP Practices</li> </ul>
<b>5</b>	<b>Role of pharmaceutical providers in addressing health needs</b> 5.1 Community Pharmacy Essential Services 5.2 Advanced Services <ul style="list-style-type: none"> <li>• Medicines Use Reviews (MURs)</li> <li>• New medicines service</li> </ul>

<b>Contents</b>	
	<ul style="list-style-type: none"> <li>• Seasonal Influenza Vaccination Advanced Service</li> </ul> 5.3 Enhanced Services 5.4 Healthcare Services commissioned by NHSE 5.5 Locally Commissioned Services: <ul style="list-style-type: none"> <li>• Public Health</li> <li>• Clinical Commissioning Groups</li> </ul> 5.6 Other Services (Non commissioned)
<b>6</b>	<b>Population Changes &amp; Housing Growth</b> 6.1 Population changes in Lincolnshire 6.2 Housing Growth 6.3 Growth expected during 2018-2021 6.4 Growth after 2021 6.5 Monitoring of developments & needs for pharmaceutical services <ul style="list-style-type: none"> <li>• Monitoring growth</li> <li>• Factors to consider in relation to needs for pharmaceutical services</li> </ul>
	<b>Appendix A – Legal Requirements for PNAs</b>
	<b>Appendix B – List of Pharmacies &amp; Dispensing Practices in Lincolnshire</b>
	<b>Appendix C – PNA Process timeline</b>
	<b>Appendix D – Impact of the Pharmacy Contract Funding Changes</b>

### **Key Timescales**

<b>Action</b>	<b>Timescale</b>
Assess demographics and key characteristics of Lincolnshire	May – July 2017
Assess population changes & new housing growth	May – July 2017
Draft PNA document	July – Sept 2017
Present draft PNA & consultation plan to Health Scrutiny Committee and HWB	September 2017
60 day statutory consultation period	Oct – Dec 2017
Analyse feedback from consultation	Dec 2017 – Jan 2018
Finalise PNA	Feb 2018
HWB to approve final PNA	March 2018
Publish PNA	30 March 2018