

LINCOLNSHIRE HEALTH AND WELLBEING BOARD

Open Report on behalf of Derek Ward, Director of Public Health

Report to	Lincolnshire Health and Wellbeing Board
Date:	22 June 2021
Subject:	Lincolnshire Pharmaceutical Needs Assessment 2022

Summary:

Completion of a Pharmaceutical Needs Assessment (PNA) is a statutory duty for Health and Wellbeing Boards to undertake at least every 3 years. Due to the Covid pandemic, the requirement to republish an updated PNA by 21 March 2021 was suspended. The Board is now required to publish the PNA by 31 March 2022.

Data and information contained in the PNA will be used to plan pharmaceutical services in the county to best meet local health needs. The purpose of this report is to set out the process and timescales for completing the review.

Actions Required:

The Health and Wellbeing Board is asked to:

- Note the process and requirement to produce a revised Pharmaceutical Needs Assessment (PNA) by 31 March 2022
- Receive the Terms of Reference for the Lincolnshire PNA Steering Group
- Receive the project plan setting out the timeline for producing the Lincolnshire PNA

1. Background

The Pharmaceutical Needs Assessment (PNA) is a report of the present and future needs for pharmaceutical services in Lincolnshire. It is used to identify any gaps in current services or improvements that could be made in future pharmaceutical provision. To prepare the report

data is gathered from a range of sources including pharmacy contractors, dispensing GP practices, pharmacy users and other residents.

The Health and Social Care Act (2012) transferred responsibility for developing and updating PNAs to 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.

Due to pandemic, in June 2020 the Department of Health and Social Care suspended the statutory duty to produce a revised PNA by 1 April 2021. HWBs are now required to publish an updated assessment by 1 April 2022.

Lincolnshire County Council Public Health Division is facilitating the process to prepare a revised assessment with external pharmaceutical expert resource being provided by the University of Lincoln. A PNA Steering Group (SG) has been convened to support the development of the PNA. The PNA SG held its first meeting on 8 June 2021. At this meeting a Terms of Reference (Appendix A) for the group and Project Plan (Appendix B) for the PNA were agreed.

The intention is to bring a draft of the PNA to the next HWB meeting in September 2021 for the Board to consider prior to undertaking the mandatory 60-day consultation exercise during October and November. The final PNA document will be presented to the Board in March 2022 for sign off ahead of the document being published on the Council's website.

The PNA SG is currently gathering the data and intelligence, including canvassing views from service providers, commissioners and the public, on current pharmaceutical service provision in Lincolnshire.

2. Conclusion

The draft PNA 2022 is currently being prepared by the PNA SG. The draft assessment will be presented at the next HWB meeting in September to approve for consultation. Subject to that approval, it will be made available for a mandatory 60-day consultation. The final PNA 2022 will be presented to the Board in March 2022 prior to publication no later than 31 March 2022.

3. Joint Strategic Needs Assessment and Joint Health & Wellbeing Strategy

The Council and Clinical Commissioning Group must have regard to the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.

Evidence from the JSNA will be used to inform the analysis used in the PNA 2022. The PNA complements the JSNA and forms part of the evidence base on the present and future needs for pharmaceutical services in Lincolnshire.

4. Consultation

A 60-day consultation is a mandatory component of the Pharmaceutical Needs Assessment (PNA) preparation. The consultation follows a period of data gathering on health needs, service provision and views of residents on the existing levels of pharmacy provision. The proposed

consultation will be on the findings of the draft Pharmaceutical Needs Assessment, approved by the HWB at its September meeting. It is anticipated that the consultation questions will broadly cover the following:

- To what extent do you agree or disagree with this assessment? (The findings on whether there are gaps or not in pharmaceutical provision)
- To what extent do you agree or disagree with the other conclusions contained within the draft PNA
- In your opinion, how accurately does the draft PNA reflect each of the following? (current provision of pharmaceutical services, current pharmaceutical needs of Lincolnshire’s population, future pharmaceutical needs of Lincolnshire’s population (over the next three years))
- Any other comments
- We will also collect some (optional) basic data about the respondent (in line with LCC guidance)

The regulations also list a range of stakeholders who must be consulted. A stakeholder list is being developed by the PNA SG and will be used to help distribute the questionnaires.

The PNA SG has membership of some of the key stakeholders – pharmacy (represented by the LPC), health services (represented by the CCG, LMC, LCC), residents (represented by Health Watch). A consultation plan will be developed by the PNA SG to ensure appropriate opportunities to engage with wider partners and the public are identified as part of the process to develop the PNA 2022.

5. Appendices

These are listed below and attached at the back of the report	
Appendix A	Lincolnshire PNA Steering Group Terms of Reference
Appendix B	Lincolnshire PNA 2022 Project Plan

6. Background Papers

Document	Where can it be accessed
The National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013	http://www.legislation.gov.uk/uksi/2013/349/contents/made

This report was written by Alison Christie, Programme Manager Strategy & Development, who can be contacted on alison.christie@lincolnshire.gov.uk

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 31 March 2022.

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 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 2022.

5. MEMBERSHIP

Core membership will consist of:

- Senior Professional Pharmacist, University of Lincoln
- Programme Manager, Strategy & Development (LCC)
- Programme Manager, Public Health Intelligence (LCC)
- Chief Executive Officer, Healthwatch Lincolnshire
- Representative, Local Pharmaceutical Committee
- Representative, Local Medical Committee
- Representative, NHS Lincolnshire CCG

Each core member has one vote. Core members may provide a deputy to meetings in their absence. The PNA SG shall be quorate with four core members in attendance. The following core members are required for quoracy:

- Senior Professional Pharmacist, University of Lincoln
- Representative, Local Pharmaceutical Committee
- Representative, Local Medical Committee

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 Corporate Communications and Community Engagement Team will be asked to support the statutory consultation exercise.

NHS England and NHS Improvement (NHSE&I) will support the production of the PNA by providing any necessary data and information but will not be core members of the PNA Steering Group.

6. REPORTING ARRANGEMENTS

- The PNA SG will report to the HWB as required and at key decision points
- The Senior Responsible Officer 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 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

LINCOLNSHIRE 2022 PNA PROJECT PLAN

	Owner	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022
Stage 1	Project Start / PH internal Working Group meets	AC	18									
Stage 1	First Steering Group Meeting	AC		8								
Stage 1	Produce Communication & Engagement Plan and complete initial EIA	AC										
Stage 1	Deadline for HWB papers	AC		1								
Stage 1	HWB meeting to receive paper on process & timescales	AG/AC		22								
Stage 1	HSC meeting to receive paper on process & timescales – for information	AC			TBC							
Stage 2	Data collation including questionnaires											
Stage 2	Second Steering Group Meeting to agree and lock down the data				TBC							
Stage 3	Complete draft PNA including recommendations				13							
Stage 3	Circulate draft PNA to Steering Group and NHSE				16							
Stage 3	Third Steering Group Meeting -agree draft PNA				TBC							
Stage 3	Prepare consultation – documentation, correspondence to statutory consultees, webpages	AC										
Stage 3	Deadline for HWB papers	AC				6						
Stage 3	HWB meeting to agree Draft PNA for consultation	AG/AC				28						
Stage 3	Statutory Consultation Exercise (61 days)						4		3			
Stage 3	Deadline for HSC papers	AC						TBC				
Stage 3	HSC meeting to review draft & input into consultation	AG/AC						TBC				
Stage 4	HWB meeting to provide a verbal update on the consultation exercise/key headlines	AG/AC							7			
Stage 4	Produce consultation report and draft final PNA											
Stage 4	Circulate draft Final PNA to Steering Group											
Stage 4	Fourth Steering Group Meeting -agree final PNA									TBC		
Stage 4	Deadline for HSC papers	AC									TBC	
Stage 4	HSC meeting to final draft & provide scrutiny comments to HWB	AG/AC									TBC	
Stage 4	Deadline for HWB papers	AC										7
Stage 4	HWB meeting to agree draft Final PNA for publication	AG/AC										29
Stage 4	Convene steering group (if needed) to receive/inform comments from HWB	AG										30
Stage 4	Amend final PNA for feedback from HWB	AG										30
Stage 4	Upload Final PNA onto Council or Observatory (TBC) website, and make 'live'	AC										31

This page is intentionally left blank