

Derbyshire and Derby City Pharmaceutical Needs Assessment Task and Finish Group

Terms of Reference 2014-15

Background

Every Health and Wellbeing Board in England has a statutory responsibility to publish and keep up to date a statement of the needs for pharmaceutical services of the population in its area - a Pharmaceutical Needs Assessment (PNA) by April 2015. The PNA is used by the NHS to make decisions on which NHS-funded services need to be provided by local community pharmacies. It is also relevant when taking decisions on existing or potential new services, in response to applications by contractors providing pharmaceutical services, including independent owners, large pharmacy companies and dispensing doctors' services. Failure to produce a robust PNA could lead to legal challenges because of the relevance of the PNA to decisions about commissioning services and new pharmacy openings. The need for pharmacies goes much beyond the dispensing of medicines. They can play an important part in providing health services and healthy living advice. Pharmacies are also on the front line for responding to health emergencies, including pandemics.

Purpose of the group

To ensure the development of the PNA within the required timescale, cost, quality and project risks, guided by regular reports of progress from the project manager, and provide guidance as appropriate. The key responsibilities of the steering group are to:

- Oversee the PNA process and ensure that the PNA meets, at least, all the minimum requirements.
- Ensure active engagement from all stakeholders and members' representation of their respective organisations.
- Communicate to a wider audience how the PNA is being developed
- Ensure that the outputs of the PNA are utilised to influence commissioning
- Ensure that the PNA addresses issues of provision and identifies need.

Membership

The membership of the PNA Steering Group shall be made up of the following:

DCC Public Health
DC Public Health
T&G Public health
CCGs x5
LPC [x2?]
[LMC]
LAT D&N

All members are reminded that there should be consistency in the attendance at meetings and that nominated deputies should only attend in exceptional circumstances.

Quorum

The group is quorate when the Chair, or a nominated deputy, a member of the LPC and at least two other members are in attendance.

Frequency of meetings

Meetings to be held at least every two months and as required provided 4 weeks' notice is given to the group members. Meetings can be in the form of virtual meetings, if agreed by the steering group members in advance.

Conduct of business

The agenda for each meeting will be circulated four working days in advance, together with any supporting papers, and will be distributed by the Secretary to the PNA Steering Group.

Any items to be placed on the agenda are to be sent to the Secretary to the PNA Steering Group seven working days ahead of the meeting, accompanied by all the relevant background papers. Tabled papers will not be accepted unless accepted by the Chair, or in his absence, the Project Manager.

The Secretary to the PNA Steering Group will record the decisions and action notes and circulate the meeting notes within 14 working days.

Accountability / Reporting arrangements

The group is accountable to and reports to the Health and Wellbeing Board. The Chair of the group shall inform the Director of Public Health and the Health and Wellbeing Board of changes to PNA issues and risks that require Board awareness.

Declarations of interest

Members must declare any pecuniary or personal interest in any business on the agenda for it to be formally recorded in the minutes of the meeting. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it.