

# Appendix A

## PNA Steering Group Terms of Reference

**Joint Barnet & Harrow Pharmaceutical Needs Assessment  
Steering Group  
Terms of Reference**

## **1. Background**

The provision of NHS Pharmaceutical Services is a controlled market. Any pharmacist, dispensing appliance contractor or dispensing doctor (rural areas only), who wishes to provide NHS Pharmaceutical services, must apply to be on the Pharmaceutical List.

The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 (SI 2013 No. 349) set out the system for market entry. Under the Regulations, Health and Wellbeing Boards are responsible for publishing a Pharmaceutical Needs Assessment (PNA); and NHS England is responsible for considering applications.

A PNA is a document which records the assessment of the need for pharmaceutical services within a specific area. As such, it sets out a statement of the pharmaceutical services which are currently provided, together with when and where these are available to a given population.

The PNA is used by NHS England to consider applications to open a new pharmacy, move an existing pharmacy or to provide additional services.

A decision has been taken for the London Borough of Barnet and the London Borough of Harrow to work collaboratively in the development of their respective PNAs.

## **2. Role**

The Barnet & Harrow Steering Group (PNA SG) has been established to:

- Oversee and drive the formal process required for the development of a PNA for each Borough
- Ensure that the published PNA complies with all the requirements set out under the Regulations
- Promote integration of the PNA with other strategies and plans including the Joint Strategic Needs Assessment, the Joint Health & Wellbeing Strategy, the CCGs' Commissioning Strategy Plans and other relevant strategies
- Establish arrangements to ensure the appropriate maintenance of the PNA, following publication, as required by the Regulations

## **3. Key Objectives**

- Champion the work to develop the PNA with internal and external stakeholders, including patients, service users and the public
- Approve the project plan and timeline
- Drive the project ensuring that key milestones are met
- Ensure that the requirements for the development and content of PNAs are followed and that the appropriate assessments are undertaken, in line with the Regulations
- Determine the localities which will be used for the basis of the assessment

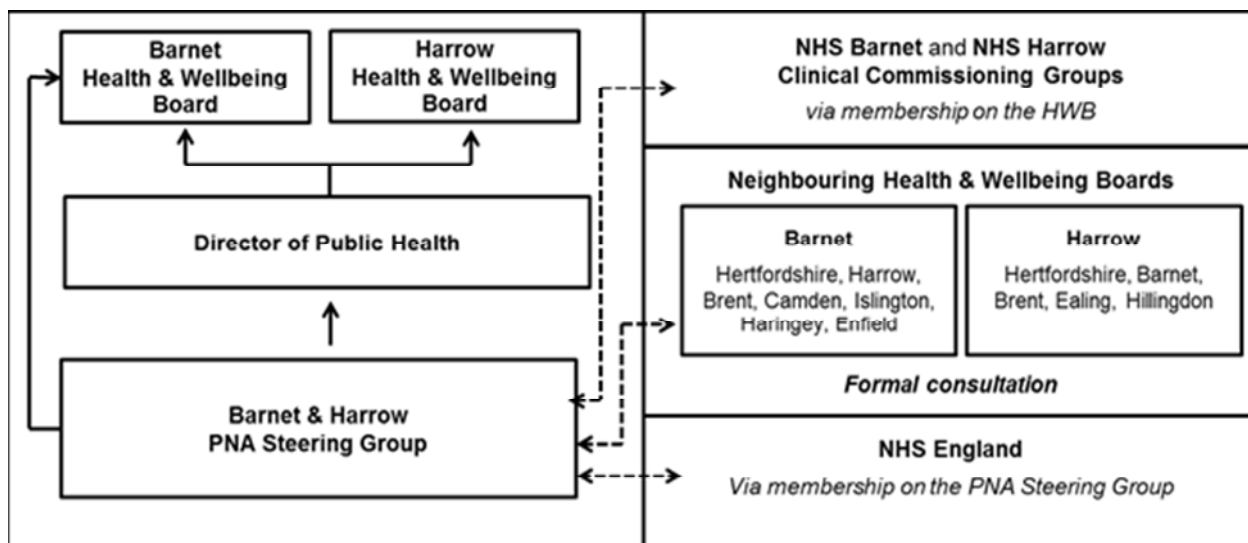
- Undertake an assessment of the pharmaceutical needs of the population and make recommendations based on this assessment
- Determine the criteria for necessary and relevant services and apply these to pharmaceutical services, taking into account stakeholder feedback including views from patients and the public
- Determine the maps which will be included in the PNA
- Approve the framework for the PNA
- Develop and approve a draft PNA for formal consultation with stakeholders
- Oversee the consultation ensuring that this meets the requirements set out in the Regulations
- Consider and act upon formal responses received during the formal consultation process, making appropriate amendments to the PNA
- Develop and approve a consultation report as required by the Regulations and ensure that this is included within the final PNA
- Submit the final PNA to the Health & Wellbeing Board for approval prior to publication
- Consider and document the processes by which the HWB will discharge its responsibilities in relation to maintaining the PNA; and formally responding to consultations initiated by neighbouring HWBs. This includes making a recommendation on the long term structures required to underpin these responsibilities
- Document and manage potential and actual conflicts of interests

#### **4. Governance**

The following Governance arrangements have been established:

- The HWBs have delegated responsibility for the development and maintenance of the PNA; and for formally responding to consultations from neighbouring HWBs to the Joint Director of Public Health (DPH)
- The Barnet & Harrow PNA SG has been established to support the DPH with the discharge of all functions relating to the PNA in each Borough
- The London Borough Barnet and London Borough Harrow HWBs (“The HWBs”) have given the Authority for a Joint PNA Steering Group to be established across the London Borough of Barnet (LBB) and the London Borough of Harrow (LBH)
- The PNA SG reports directly to the DPH and is accountable to each HWB through this route. In addition, the PNA Steering Group will provide formal reports to each HWB
- In addition, the PNA SG will keep the following organisations informed of progress:
  - NHS England via membership on PNA SG
  - NHS Barnet CCG and NHS Harrow CCG via membership on the PNA SG
- A separate PNA will be developed for each Borough. The draft PNA for consultation and the final PNA will be presented to the respective HWBs for approval

The diagram below illustrates the accountability and reporting lines between the Barnet & Harrow PNA SG and the various committees and organisations with which it needs to interact with respect to discharging its responsibilities:



Transparent arrangements to manage actual and potential conflicts of interest have been established as follows:

- A register of interests will be maintained. This will be updated at each PNA Steering Group meeting and signed by members.
- The register will be kept under review by the HWB.
- Declaration of interests will be a standing item on each PNA Steering Group agenda.
- Where a member has a conflict of interest for any given agenda item, they will be entitled to participate in the discussion but will not be permitted to be involved in final decision making.

## 5. Meeting Frequency

The PNA SG will meet, either on a face to face basis or virtually (conference call or email discussion), approximately every 4 - 6 weeks, in accordance with the needs of the project plan.

Following publication of the final PNA, the PNA Steering Group will be convened on an 'as required' basis to fulfil its role in timely maintenance of the PNA.

## 6. Project Management

Webstar Lane Ltd has been commissioned to provide consultancy support to prepare the PNA and will also provide project management support.

Vanessa Lane is the Webstar Lane Director, with overall responsibility for developing the PNA and project managing the process.

## 7. Membership

CORE MEMBERS	
Name	Role
Carole Furlong	Chair; Harrow & Barnet Lead for the PNA
Michael Levitan	Chief Executive & Secretary, Middlesex Group LPC
Colin Daff	Medicines Management Lead, NHS Barnet CCG
Mandeep Butt	Lead Prescribing Adviser, NHS Harrow CCG
Claire Mundle	London Borough Barnet
Philip Crowther	Planning Lead - London Borough Harrow
Honorine Focho	NHS England Rep - Barnet
Evelyn Jeremi / Vanessa Piper	NHS England Rep - Harrow
Jawad Merali & Riaz Esmail	Community Pharmacists - Barnet
Michael Grossman	Community Pharmacist - Harrow
Selina Rodrigues	HealthWatch Barnet
Arvind Sharma / Antonetta Fernandes	HealthWatch Harrow
Vanessa Lane	Director & Project Lead, Webstar Lane Ltd
Nilesh Goswami	Project Management, Webstar Lane Ltd
EXTENDED / ADVISORY MEMBERS	
Name	Role
Dr Debbie Frost	GP & Chair, NHS Barnet CCG
Dr Lawrence Gould	GP & Clinical Director, NHS Harrow CCG
Karen Ahmed	London Borough Barnet
Philip Crowther	Planning Lead - London Borough Harrow
Claire Mundle	London Borough Barnet

The PNA SG may co-opt additional support and subject matter expertise as necessary. In carrying out its remit, the PNA SG may interface with a wider range of stakeholders.

## 8. Quorum

- Chair (or nominated deputy)
- Community Pharmacist (LPC, or local contractor from each Borough)
- One other member from each Borough
- Webstar Lane Representative