Project Plan for Harrow PNA	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Contract commencement date (17th July 2017)									
 Kick off meeting with local authority PNA lead Detailed project plan shared and agreed Agree accountabilities Identify and approach potential members for PNA Steering Group Draft Terms of Reference shared Communications Plan agreed, including frequency and mechanism for local authority checkpoint meetings Contacts list developed for key stakeholders RAG rated Risk and Issues Log set up Assurance report (if required) for June HWB meeting to share project plan and governance update 									
 Steering Group and Project Governance established First PNA Steering Group meeting conducted Project plan shared and agreed Communications Plan and Terms of Reference agreed PNA localities agreed Questionnaire templates shared and agreed 	27								
 Stakeholders identified For dissemination of information Contact details obtained and initial contact made Share project plan and brief on what the Pharmaceutical Needs Assessment is 									
Checkpoint web meeting with local authority PNA lead		3							
 Data collection and stakeholder engagement Distribution of pharmacy user questionnaire (advertising posters also sent to all pharmacies and GP practices in the borough) Distribution of pharmacy contractor questionnaire Distribution of commissioner questionnaire 									
Checkpoint web meeting with local authority PNA lead									

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	Jul 17	Aug 17	P 1	Oct 17	Nov 17	ec 17	Jan 18	b 18	or 18
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Information collection									
 Receipt and review of planning and strategy documents e.g. JSNA, Housing Strategy, 									
Commissioning Intentions, STP etc.									
List of all providers of pharmaceutical services from NHS England									
 List of any commissioned services by CCG e.g. minor ailment services, out of hours, local 									
hospitals									
 Information from local authority e.g. demographics, specific health needs, commissioned 									
services									
Second PNA Steering Group meeting - agree and finalise data for draft PNA			13						
Deadline for questionnaires to be completed			1						
Report submitted to the Health & Wellbeing Board requesting delegation to the Director of Public									
Health for sign-off (with regards to the draft and the final PNA) Current and future service provision detailing and analysis									
 Pharmacies categorised by type (40hr/100hr/internet) – map provided as per 									
Pharmaceutical Regulations 2013, to include cross-border pharmacies									
Opening times map produced									
 Travel access maps: drive times (average, peak, off-peak), walking, public transport – plus 									
population numbers by travel time									
Demographics analysis (supported by local authority)									
Health and lifestyle analysis (supported by local authority)									
Planning - housing developments and new care home developments listed and analysed									
for prospective impact on future pharmaceutical needs (supported by local authority)									
Pharmacies who provide advanced services									
Pharmacies who provide enhanced / locally commissioned services									
Checkpoint web meeting with local authority PNA lead									
Collation and analysis of all information collected									
Triangulate information received from duplicate sources, identifying and resolving any									
discrepancies and gaps									
Comparison with information and recommendations from 2015 PNA									
Review and identify gaps in service, current and future									
Identification of any changes (service provision, current and future needs etc.) - Identify patential gaps.									
 Identify potential gaps Make recommendations 									
Make recommendations			<u> </u>						

	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Draft PNA completed Complete the draft assessment, clearly articulating any gaps identified and propose recommendation Compile specific consultation questions Highlight any specific communities and / or providers identified as affected by the analysis of gaps Third PNA Steering Group meeting - agree draft PNA and provide report for 2 November HWB meeting Consultation period (4th December 2017 – 2nd February 2018) Host draft PNA on council's website (supported by local authority) Advertise consultation through existing consultation channels (e.g. communications and engagements leads with CCGs, Healthwatch, Patient Participation Groups etc.) Send links of draft PNA to consultees as required by the Pharmaceutical Regulations (listed within the Communications Plan), and any specific individuals, populations and stakeholder groups identified within the stakeholder engagement undertaken in the Summer If required, hold direct stakeholder engagement events (face to face meetings, webinars, online surveys etc.) with specific populations / providers identified as potentially affected by the analysis of gaps Checkpoint web meetings with, or reports to, local authority PNA lead to update on					23				
 consultation feedback Consultation findings report Collate, analyse and make recommendations on the consultation responses Fourth PNA Steering Group meeting - make changes to the draft PNA and agree final PNA Final PNA Produce final document in pdf format for uploading to council's website Consultation findings report and final PNA prepared for HWB meeting 8 March 2018 for approval Send links of final PNA to consultees as required by the Pharmaceutical Regulations (listed within the Communications Plan), and any specific individuals, populations and stakeholder groups identified within the stakeholder engagement undertaken in the summer 								22	
Checkpoint web meeting with local authority PNA lead PNA published (ahead of Harrow indicative timescale of 31st March 2018)									