

## Harlow 2018 PNA Steering Group

### – Terms of Reference

#### Purpose

Ensure the development of the 2018 Harlow Pharmaceutical Needs Assessment (PNA) so that Harlow Health and wellbeing Board meet its statutory responsibility for publishing the PNA in line with The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) regulations.

#### Objectives

- To oversee the development of the pharmaceutical needs assessment in accordance with and ensure the Harlow PNA complies with the NHS Pharmaceutical Services and Local Pharmaceutical Services Regulations 2013.
- Ensure the PNA takes into account the local demography within Harlow Borough and ascertain whether there is sufficient choice and accessibility (e.g. physical access, language etc.) with regard to obtaining pharmaceutical services in Harlow and neighbouring areas.
- 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.
- Ensure the consultation on the PNA meets the requirements of Regulation 8 of the 2013 Regulations. In particular, ensure that both patients and the public are involved in the development of the PNA.
- Ensure all appropriate stakeholders in Harlow are aware, engaged and involved in the development of the PNA.
- Present the PNA first draft, and then the final document to the Health and Wellbeing Board.
- Publish the PNA on the Council's website by April 2018.
- Develop a community pharmacy vision that is integrated across health and social care spectrum, ensuring direct link to the Health & Wellbeing vision for the borough
- Horizon scan for future policy direction and identify system decision makers to transform the vision into a reality for Harlow residents
- Ensure the vision paper has adequate and appropriate patient and public involvement along with the wider community pharmacies operating in Harlow

## Governance

- The Health and Social Care Act 2012 transferred the statutory responsibility for PNAs from NHS Primary Care Trusts (PCTs) to Health and Wellbeing Boards (HWB), from 1 April 2013, with a requirement to publish a revised assessment at least every 3 years
- This Steering Group has been established to oversee the production of the 2018 PNA for the London Borough of Harrow, reporting progress and presenting the final report to the HWB.
- The Health and Wellbeing Board will be informed of progress towards the production of the PNA and relevant milestones through the HWB Programme Manager's quarterly updates.
- If a statement or decision from the Health and Wellbeing Board is needed in relation to the production of the draft PNA, the Chair of the Steering Group is welcome to draft a formal report for consideration.
- The steering group will report directly to the Director of Public Health and is accountable to Harrow Health and Wellbeing Board.

## Frequency of meetings

Meetings will be arranged at key stages of the project plan. The Steering Group will meet in late 2017/early 2018 to sign off the PNA 2018 for submission to the Health and Wellbeing Board.

## Responsibilities

- Provide a clear and concise PNA process
- Review and validate information and data on population, demographics, pharmaceutical provision, and health needs
- To consult with the bodies stated in Regulation 8 of The NHS Regulations 2013:
  - Any Local Pharmaceutical Committee (LPC) for its area
  - Any Local Medical Committee for its area
  - Any persons on the pharmaceutical lists and any dispensing doctors list for its area
  - Any LPS chemist in its area
  - Any Local HealthWatch organisation for its area
  - Any NHS trust or NHS foundation trust in its area
  - The NHSCB
  - Any neighbouring HWB
- Ensure that due process is followed
- Report to Health & Wellbeing Board on both a Draft and Final PNA.

- Publish a Final PNA by end 1 April 2018.

### Dates for Health and Wellbeing Board meetings, 2017/2018:

7 <sup>th</sup> September 2017	11 <sup>th</sup> January 2018
2 <sup>nd</sup> November 2017	8 <sup>th</sup> March 2018

### Membership:

Delegate	Job title	Organisation
Shailen Rao	Managing Director	Soar Beyond
Albert De Souza	PNA Consultant	Soar Beyond
Carole Furlong	Public Health Consultant	London Borough of Harrow
Gerald Alexander FRPharmS	Gerald Alexander	Middlesex Group of LPCs
Michael Levitan FRPharmS	Chief Executive & Secretary	Middlesex Group of LPCs
Paul Larkin	Head of Medicines Management	Harrow CCG
Simon Hornsby	Communications & Engagement	London Borough of Harrow
Mina Kakaiya	Senior Project Manager	Harrow HealthWatch
Nick Evans	Communications Assistant	NWL Collaboration of CCGs
Sarita Bahri	Public Health Analyst	London Borough of Harrow
Garry Griffiths	Assistant Chief Operating Officer	London Borough of Harrow
Louise Daggett	Interim Director of Compliance,	Harrow CCG
James Winstanley	Committee Liaison Executive	Local Medical Committee

Soar Beyond are not to be a core member. LBH Public Health or a delegated representative will chair the meeting. Each core member has one vote. The Director of Public Health (or Public Health representative) will have the casting vote, if required. Core members may provide a deputy to meetings in their absence. The

Steering Group shall be quorate with representatives of the LBH and the LPC in attendance. Non-attending members are unable to cast a vote – that vote may otherwise sway the casting decision. To be included in decision-making, members' (or their nominated deputies) attendance is essential.

In attendance at meetings will be representatives of Soar Beyond Ltd who have been commissioned by London Borough of Harrow to support the development of the PNA. Other additional members may be co-opted if required