

**PHARMACEUTICAL NEEDS ASSESSMENT
PROJECT TEAM
LEICESTER CITY COUNCIL, LEICESTERSHIRE COUNTY
COUNCIL, RUTLAND COUNTY COUNCIL**

TERMS OF REFERENCE

Purpose:

The Pharmaceutical Needs Assessment (PNA) is a legal duty of the Health and Wellbeing Board (HWB) and each HWB will need to publish its own revised PNA for its area by 1st April 2015.

The purpose of this project team is to identify opportunities to work together across Leicester, Leicestershire and Rutland to jointly develop PNA across the three HWBs and to identify areas where there are key benefits to working together.

The team will set the timetable for the development of the PNA, agree the format and content of the PNA and ensure that each PNA fulfils statutory duties around consultation for the PNA.

The team will be a task and finish group, meeting between March 2014 and March 2015.

Key responsibilities:

- To oversee the PNA process across the three Health and Wellbeing Board areas
- To ensure that the development of the PNA meets the statutory duties of the HWBs
- To support the three HWBs in the development of their PNAs by working collaboratively across the LLR area to ensure that the evidence base is effective and joined up to better support NHS England, CCGs and Local Authorities in their commissioning decisions
- To ensure active engagement from all stakeholders
- To communicate to a wider audience how the PNA is being developed
- To ensure that the PNA addresses issues of provision and identifies need
- To map current provision of pharmaceutical services

- To identify any gaps in pharmaceutical provision
- To map any future provision

Governance:

The three Health and Wellbeing Boards are each responsible for ensuring that there is a PNA for its area. The governance is as follows:

- Leicester City Council – The Leicester Joint Integrated Commissioning Board (JICB) has responsibility on behalf of the Leicester Health and Wellbeing Board with ensuring the PNA is conducted according to the legislation. There will be direct reporting between this group and the JICB.
- Leicestershire County Council – the Health and Wellbeing Board have tasked the JHWS/ JSNA Steering Board with ensuring the PNA is conducted according to the legislation and there will be direct reporting between this meeting and the JHWS/ JSNA Steering Board
- Rutland County Council – the Health and Wellbeing Board have tasked the Executive Group with ensuring that the PNA is conducted according to the legislation and there will be direct reporting between this meeting and the Executive.
- The project team will be chaired by the lead for PNA at Leicester City Council.

PNA Project Team membership:

Position	Organisation
Local Authority PNA Leads * 3 Rod Moore Chair Janine Dellar Katy Lynch	Leicester City Council Leicestershire County Council Rutland County Council
Contracts Manager Salim Isaak	NHS England
Chief Officer and Secretary Rosemary Plum	Local Pharmaceutical Committee
One representative	Local Professional Network for Pharmacists
A representative from each CCG, of which one representative must be a medicines management lead	East Leicestershire and Rutland CCG

	West Leicestershire CCG Leicester City CCG
HealthWatch TBC TBC TBC	Leicester City Leicestershire County Rutland County
PHI Leads for each PNA Helen Reeve Carrie Pailthorpe Gabi Price	Leicester City Leicestershire County Rutland County

NB: Membership will be reviewed regularly and may be extended by agreement of the Steering Board members

Frequency of meetings: five meetings to be arranged – March 2014, April 2014, June 2014, September 2014, December 2014.

Additional meetings may be required between March 2014 and June 2014 as this will be the main development phase of the PNA.

Support arrangements:

- The meetings will be minuted with support alternating between Leicester City and Leicestershire County Council

Confidentiality

An undertaking of confidentiality will be signed by non Local Authority employed group members.

During the period of membership of the Steering Group you may have access to information designated by the Organisation as being of a confidential nature and you must not divulge, publish or disclose such information without the prior written consent of the Organisation.

Improper use of or disclosure of confidential information will be regarded as a serious disciplinary matter and will be referred back to the employing organisation.

For the avoidance of doubt as to whether an agenda item is confidential all papers will be marked as confidential before circulation to the group members.

Declarations of Interest

Where there is an item to be discussed, where a member could have a commercial or financial interest, the interest is to be declared and formally recorded in the minutes of the meeting.