



Kent Pharmaceutical Needs Assessment Steering Group

Terms of Reference

Aim

To oversee the development and production of a Kent Pharmaceutical Needs Assessment (PNA) covering the geography of Kent, in line with national guidance. The output will be a PNA for Kent.

Objectives

1. To oversee the process for the development of the PNA on behalf of Kent Health and Wellbeing Board.
2. To ensure active engagement from all stakeholders in the development of the PNA.
3. To communicate to a wider audience the development progress and outcomes of the PNAs, and in particular to the Health and Wellbeing Board.
4. To ensure the outputs from the PNA (commissioning intentions) are integrated into the commissioning process of each organisation, particularly NHS England who holds all primary care contracts.
5. To agree how the published Pharmaceutical Needs Assessments are updated and to develop systems and processes that ensure the PNAs are always up to date.
6. To check PNA outcomes and commissioning intentions are consistent with bordering NHS England areas, especially Southeast London and Surrey, Sussex and Medway.

Membership

- NHS England Area Team
- KCC Public Health
- Kent Public Health Observatory (for mapping)
- KCC Engagement representative (for consultation)

- Kent Local Medical Committee (officer and dispensing GP representative)
- Kent Pharmaceutical Committee (officer and community pharmacist)
- Kent Local Pharmacy Network representative
- HealthWatch Kent
- CCG representative(s)

Declaration of Interest

Each meeting will begin with any Declarations of Interest being declared and recorded.

Timetable

National

The national timetable set out in Department of Health guidance published May 2013 is as follows:

- The National Health Service (Pharmaceutical Services and Local Pharmaceutical services) Regulations 2013 came into force on 1st April 2013;
- Health and Wellbeing Boards (HWBs) were required to produce the first assessment by 1st April 2015
- HWBs are required to publish a revised assessment within three years of publication of their first assessment
- HWBs will be required to publish a revised assessment as soon as practical after identifying significant changes to availability of pharmaceutical services since the publication of its PNA unless satisfied that making a revised assessment would be a disproportionate response to those changes

Kent

In producing a PNA the regulations require and number of elements to be completed before publication, not least consultation.

Working this into the timelines suggests the following timeline:

Action	Date
Draw the requirements of the PNA to local Health and Wellbeing Boards	????
Set up Steering Group (this is not a statutory requirement, but is considered good practice for any needs assessment)	???
Agree data sets and time at which we use the data to assess pharmaceutical need.	???
Agree geographical level at which we publish PNAs and undertake analysis producing maps	???

Determine pharmaceutical commissioning intentions	???
H&WBs to sign off Consultation draft	???
Consult as per statutory guidance on those intentions (Regulations set out a minimum of 60 days) Agreement on the exact length of the consultation will need to reflect other legislation that's guides Local Authorities	???
Following consultation produce the final PNA for Publication	???
Final publication to be approved by respective Health and Wellbeing Boards	??
Publication of PNA	March 2021

Reporting

Progress will need to be reported to:

Frequency of Meeting

Meetings schedule to be agreed at the first meeting.

Agenda and papers

Agendas and paperwork will be circulated one week in advance of the meeting.