

# Pharmaceutical Needs Assessment Steering Group

## Terms of Reference

### 1. Background

From 1st April 2013, statutory responsibility for publishing and updating a statement of the need for pharmaceutical services passed to health and wellbeing boards (HWBs). Pharmaceutical Needs Assessments (PNAs) are used when considering applications for new pharmacies in an area and by commissioners to identify local health needs that could be addressed by pharmacy services. HWBs have a duty to ensure revised PNAs are in place by October 2025. The coordination and production of the pan-Lancashire PNA covering the three upper tier local authorities has been delegated to a steering group of partners. This collaborative approach gives ownership of the PNA process across the three localities and aims to encourage the widest range of stakeholders and those with an interest in the PNA to participate in its development. Following local discussions, it has been agreed to establish a pan-Lancashire steering group to oversee the development of a Pharmaceutical Needs Assessment.

### 2. Membership

Membership of the Group shall be:

- Public Health Local Authority leads
- Public Health Specialist / Intelligence
- Local Pharmaceutical Committee representative
- Integrated Care Board (ICB) commissioning representative
- ICB Pharmacy Contracting representative and managerial representative
- Communications Lead
- Local Professional Network representative
- Healthwatch representative
- Other representatives as required

Members will endeavour to find a deputy to attend where the named member of the group is unable to attend.

Other staff members may be invited to attend the meeting for the purpose of providing advice and/or clarification to the group.

### 3. Quoracy

A meeting of the group shall be regarded as quorate provided that a ICB Pharmacy Contracting representative and at least 2 representatives from the 3 local authorities are present.

### 4. Remit and Functions of the Group

The primary role of the group is to advise and develop structures and processes to support the preparation of a comprehensive, well researched, considered and up to date Pharmaceutical Needs Assessment, building on expertise from across the local healthcare community.

In particular, the group will:

- i. Develop an action plan and ensure representation of the full range of stakeholders

- ii. Ensure that the PNA integrates with the Joint Strategic Needs Assessment and supplements commissioning plans
- iii. Ensure that the PNA becomes an integral part of the commissioning process
- iv. Ensure a communications plan is developed to keep members of the public and other stakeholders updated on progress
- v. Ensure that the PNA links with both national and local priorities
  
- vii. Ensure that the PNA reflects future needs of the population of the Blackpool, Blackburn with Darwen and Lancashire Health and Wellbeing Board areas
- viii. Ensure that the PNA informs the nature, location and duration of additional services that community pharmacies and other providers might be commissioned to deliver
- ix. Ensure the PNA guides the need for local pharmaceutical services (LPS) contracts and identify the services to be included in the LPS contract
- x. Ensure the PNA complies with relevant legislation
- xi. Consider Supplementary Statements as appropriate

#### **5. Frequency of Meetings**

The Group will meet monthly as a minimum during the production of the PNA. The group will meet every six months at other times to assess whether any substantial changes to pharmacy provision has occurred.

#### **6. Authority**

Oversee the development of the Pharmaceutical Needs Assessment and working groups within Local Authorities.

#### **7. Links with other Committees / Groups**

Each Health and Well Being Board  
Local Pharmacy Network  
Pharmaceutical Services Regulations Committee  
Local Pharmaceutical Committee  
ICB Pharmacy Contracting  
ICB commissioners  
Primary Care leads

#### **8. Accountability and Reporting**

The group will be accountable to the Blackburn with Darwen, Blackpool and Lancashire Health and Well Being Boards. The final approval of the Pharmaceutical Needs Assessment resides with Health and Well Being Boards.

**Date Drafted**  
**July 2024**