

Pharmaceutical Needs Assessment Terms of Reference

Objective / Purpose

To support the production of the Pharmaceutical Needs Assessment on behalf of the Birmingham and Solihull Health and Wellbeing Boards, to ensure that it satisfies the relevant regulations including consultation requirements.

Delegated Responsibility

The Director of Public Health recommends that the Health and Wellbeing Board will delegate authority of the PNA to the steering group at the Health and Wellbeing Board meeting on the 27th of September 2022

Accountability

The Steering Group is to report to the Consultant in Public Health.

Membership

Core members:

- Consultant for Public Health / Nominated PH Lead
- NHSE&I representative.
- Local Pharmaceutical Committee representative.
- CCG representatives.
- Health Watch representative (lay member).

Soar Beyond are not to be a core member however will chair the meetings. Each core member has one vote. The Consultant in Public Health 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 three core members in attendance, one of which must be an LPC member. Non-attending members are unable to cast a vote – that vote may otherwise sway the casting decision.

Additional members (if required):

- CCG Commissioning Managers
- NHS Trust Chief Pharmacists

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

Frequency of meetings

Meetings will be arranged at key stages of the project plan. The Steering Group will meet in autumn 2022 to sign off the PNA 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 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.
 - NHSE&I.
 - Any neighbouring HWB.
- Ensure that due process is followed.
- Report to Health & Wellbeing Board on both the draft and final PNA.
- Publish the final PNA as soon as practically possible following the 1st October 2022 deadline.