

Appendix B: PNA Steering Group terms of reference

1. Background

The provision of NHS pharmaceutical services is a controlled market. The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 (SI 2013/349) set out the system for market entry. As of 1 April 2013, the statutory responsibility for publishing and maintaining a statement of the need for pharmaceutical services for a given population lies with Health and Wellbeing Boards (HWBs) in England. A statement of the needs for pharmaceutical services for a given population is referred to as a Pharmaceutical Needs Assessment (PNA).

A PNA is a document that records an assessment of the need for pharmaceutical services within a specific area, describes the provision of pharmaceutical services (mainly delivered by community pharmacies) and identifies gaps in services. The focus of the assessment is predominantly on those pharmaceutical services delivered in primary care, through community pharmacy in the main and also dispensing services (provided by dispensing practices and dispensing appliance contractors).

The PNA will form the main reference document upon which commissioning of pharmaceutical services decisions are made, include the granting of NHS pharmaceutical services contracts.

PNAs usually have a maximum lifetime of three years. The current PNA for Norfolk was published in April 2018. Norfolk HWB has a duty to ensure a revised PNA is published by October 2022. This was originally April 2021 but was extended due to the COVID-19 pandemic. Norfolk HWB has delegated the production of the Norfolk PNA to the Director of Public Health, who in turn has formally delegated the responsibility for coordination and production of the PNA to a Steering Group of partners.

2. Purpose

The purpose of the Steering Group is to ensure Norfolk HWB has access to an up-to-date PNA, which is published on the JSNA website and is regularly updated.

This includes supporting the production of the PNA 2022 on behalf of Norfolk HWB, to ensure that it satisfies the relevant regulations including consultation requirements.

3. Role

The Norfolk PNA Steering Group has been established primarily to:

- Assure itself that the PNA meets the requirements of NHS (Pharmaceutical Services) Amendment Regulations SI 2010/914 in line with DHSC guidance.
- Ensure appropriate maintenance of the PNA following publication in April 2018, as required by the regulations
- Assess any changes in the provision of pharmaceutical services between April 2018 and October 2022 (originally April 2021, as above) with regard to meeting

population needs, and advise the HWB whether these represent significant change to the published PNA from April 2018.

- Publish regular updates to the PNA on the HWB website.
- Act as champions of the PNA, engaging with internal and external stakeholders including patients, service users and the public.

4. Accountability

The Steering Group will be accountable to the HWB for regular updates of the PNA. The Steering Group will report indirectly to the HWB through the Director of Public Health.

The draft PNA 2022 will be an item on the HWB's September 2022 meeting agenda for them to ratify delegated authority to the Director of Public Health for final sign-off.

5. Quoracy

The Steering Group shall be quorate with representation from the LPC, the LMC, Healthwatch Norfolk and Public Health NCC.

6. Administration/Support

Public Health (Norfolk County Council) will coordinate and provide project management and analytical expertise to support the programme of work and keep a record of actions/decisions made.

7. Membership

Suzanne Meredith	Deputy Director of Public Health, NCC (Chair)
James Fullam	Advanced Public Health Officer, NCC
Elaine Brown	Public Health Office Coordinator, NCC
Serena Burton	Information Analyst, NCC
Michael Woodward	Information Analyst, NCC
Tony Dean	Chief Officer, Norfolk Local Pharmaceutical Committee
Lauren Seamons	Deputy Chief Officer, Local Pharmaceutical Committee
Naomi Woodhouse	Joint Chief Executive Officer – N&W LMC
Joni Graham	Executive Officer – N&W LMC
Alex Stewart	Chief Executive, Healthwatch Norfolk
Emily Woodhouse	Business Development Director, Healthwatch Norfolk
Jessica Adcock	Deputy Head of Medicines Optimisation NHS N&W CCG
Kellie Loudon	Contracting Support Manager – (Pharmacy & Optical Team)
NHS England and NHS Improvement – East of England	

