
Appendix A

PNA Steering Group Terms of Reference

1. Background

The statutory responsibility for PNAs transferred to the Health and Wellbeing Boards (HWB) on the 1 April 2013, as a result of the changes introduced by the Health and Social Care Act 2012. The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 set out the duties of the HWB in relation to Pharmaceutical Needs Assessments. The same Regulations also set out the responsibility of the NHS Commissioning Board (now NHS England) in relation to the new Market Entry Regulations. These require that NHS England use the PNA to consider applications from pharmacies, dispensing appliance contractors and dispensing doctors to open new premises, move existing premises or to provide additional pharmaceutical services.

2. Role

The Sutton PNA Steering Group has been established to:

- Oversee and drive the formal process required for the development of a PNA by April 2018
- Ensure that the published PNA complies with all the requirements set out under the Regulations
- Promote integration of the PNA with relevant strategies and plans.

3. Key Objectives

- Approve the PNA project plan and timeline and ensure that key milestones are met.
- Ensure that the requirements for the development of the PNA are followed and that the appropriate assessments are undertaken, in line with the Regulations.
- Approve the framework for the Pharmaceutical Needs Assessment (including the localities which will form the basis of the needs assessment and the maps that will be included in the document).
- Undertake an assessment of the pharmaceutical needs of the population and make recommendations based on this assessment.
- Determine the criteria for necessary and relevant services and apply these to pharmaceutical services, taking into account stakeholder feedback including views from service users and residents.
- Develop and approve a draft PNA for a formal 60 day consultation with stakeholders
- Oversee the formal consultation ensuring that it meets the requirements set out in the Regulations. Consider and act upon formal responses received during the consultation process and make appropriate amendments to the PNA
- Develop and approve a consultation report, as required by the Regulations, and ensure that this is included within the final PNA
- Submit the final PNA to the Health and Wellbeing Board for approval prior to publication
- Respond to consultations initiated by neighbouring HWBs.
- Consider the processes by which the HWB will discharge its responsibilities in relation to maintaining the PNA.

4. Governance

The following Governance arrangements have been established:

- The Sutton HWB has delegated responsibility for the development of the PNA to the Director of Public Health (DPH).
- The Sutton HWB has delegated responsibility for and for formally responding to consultations from neighbouring HWBs to the Director of Public Health (DPH).
- Sutton PNA Steering Group reports to the DPH and is accountable to the Health and Wellbeing Board (HWB) through this route
- In addition, the PNA Steering Group will keep the following organisations informed of progress:
 - NHS England, through membership of the PNA Steering Group
 - NHS Sutton CCG through membership of the PNA Steering Group
- The PNA Steering Group will document and manage potential and actual conflicts of interest
- The final PNA will be presented to the HWB for approval prior to publication

5. Meeting Frequency

The PNA Steering Group will meet, either on a face to face basis or virtually (conference call or email discussion), approximately every six weeks, in line with the needs of the PNA project plan.

6. Membership

Name	Role	Nominated deputy
Dr Nicola Lang (Chair)	Director of Public Health	Clare Ridsdill-Smith Head of Public Health Integration
Sarah Taylor	Head of Medicines Optimisation, Sutton CCG	
Andrew McCoig	Chair of Local Pharmaceutical Committee (Merton, Sutton and Wandsworth)	
David Williams	Chair of Health Watch Sutton	
Dr Rebekah Dowdy	Chair of Sutton Local Medical Committee (LMC)	
David Tamby Rajah	Head of Community Pharmacy Contracts, NHS England	

8. Quorum

- Director of Public Health or nominated deputy
- One CCG member
- LPC member
- Healthwatch