

Pharmaceutical Needs Assessment (PNA)

Task & Finish Group

TERMS OF REFERENCE

1. Purpose

- 1.1. The purpose of the PNA Task & Finish Group is to ensure delivery of a quality assured and robust Pharmaceutical Needs Assessment (PNA) for the Health and Wellbeing Boards for Hammersmith and Fulham, Kensington and Chelsea, and Westminster.
- 1.2. The PNA is a commissioning tool and determines market entry for NHS pharmaceutical services provision
- 1.3. The PNA Task & Finish Group will work to the agreed PNA Work Plan and develop a PNA that meets the requirements of NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013.
- 1.4. The PNA Task & Finish Group will review and report on progress to the JSNA Steering Group, the Health and Wellbeing Boards and other stakeholders

2. Accountability & Governance

- 2.1. The Health and Wellbeing Board have delegated responsibility to the PNA Task and Finish Group (and the Chair) to steer the PNA work programme and to ensure that all the legislative and regulatory requirements are fully met by the revised PNAs.
- 2.2. The PNA is incorporated into the JSNA work programme as outlined in the JSNA Steering Group Terms of Reference.
- 2.3. The PNA Task & Finish will provide regular progress reports to the JSNA Steering Group; and to the Health and Wellbeing Boards on key deliverables.
- 2.4. The PNA Task & Finish Group will monitor and review progress against the timescales in the agreed PNA Project Plan and inform the JSNA Steering Group of risks to delivery
- 2.5. The JSNA Manager will manage and coordinate the PNA Task & Finish Group.

3. Membership

- 3.1. The Task & Finish Group will be chaired by Cynthia Folarin, Deputy Director of Public Health
- 3.2. The group will be supported by the JSNA Manager and Public Health Knowledge Manager.

3.3. Membership of the Group:

Name	Representing/Role
Gerald Alexander (or Michael Levitan)	Local Pharmaceutical Committee (H&F)
Colin Brodie	Public Health Knowledge Manager
Olivia Clymer	Healthwatch
Harley Collins	Health and Wellbeing Manager
Cynthia Folarin (Chair)	Deputy Director of Public Health
Catherine Handley	JSNA Manager
Thilina Jayatileke	Senior Public Health Analyst
Ashfaq Khan	CCG Lead Pharmacist
Dr Ashlee Mulimba	Healthy Dialogues Ltd
Beneeta Shah	Boots/CCA
Rekha Shah	Local Pharmaceutical Committee (KCW)
Ezra Wallace	Principal Policy Officer, WCC

3.4. Additional expertise from other organisations will be drafted in as required.

4. Quorum

4.1. The quorum shall be 4 members, to include minimum representation from each of Public Health, Healthy Dialogues, one LPC representative, and Health and Wellbeing Boards/Policy Officers. Where necessary LPC representatives will deputise for each other.

5. Procedures

5.1. The PNA Task & Finish Group will meet monthly in the first instance to be reviewed regularly dependent on need.

5.2. The PNA Task & Finish Group may secure outside expert professional advice and/or the attendance of external advisers with relevant experience and expertise at meetings if this is considered necessary.

6. Reporting

6.1. The PNA Task & Finish Group will report on progress to the JSNA Steering Group

6.2. The Health and Wellbeing Boards will receive reports on an exception basis where appropriate. These may be included as part of the regular JSNA update to Health and Wellbeing Boards.

7. Review

7.1. The terms of reference will be reviewed on 6 month basis

Date reviewed: 15/08/2017

Date for next review: