

Croydon 2022 PNA Steering Group – Draft Terms of Reference

Purpose

Ensure the development of 2022 Croydon's Pharmaceutical Needs Assessment (PNA) so that Croydon Health and wellbeing Board meet its statutory responsibility for publishing the PNA in line with The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) regulations.

Objectives

- To oversee the development of the pharmaceutical needs assessment in accordance with and ensure the Croydon PNA complies with the NHS Pharmaceutical Services and Local Pharmaceutical Services Regulations 2013.
- Ensure the PNA takes into account the local demography within Croydon Borough and ascertain whether there is sufficient choice and accessibility (e.g. physical access, language etc.) with regard to obtaining pharmaceutical services.
- Promote integration of the PNA with other strategies and plans including the Joint Strategic Needs Assessment, the Joint Health & Wellbeing Strategy, the CCGs' Commissioning Strategy Plans and other relevant strategies
- Ensure the consultation on the PNA meets the requirements of Regulation 8 of the 2013 Regulations. In particular, ensure that both patients and the public are involved in the development of the PNA.
- Ensure all appropriate stakeholders in Croydon are aware, engaged and involved in the development of the PNA.
- Present the PNA first and final draft to the Health and Wellbeing Board.
- Publish the PNA on the Council's website by October 2022.
- Develop a community pharmacy vision that is integrated across health and social care spectrum, ensuring direct link to the Health & Wellbeing vision for the borough
- Horizon scan for future policy direction and identify system decision makers to transform the vision into a reality for Croydon residents
- Ensure the vision paper has adequate and appropriate patient and public involvement along with the wider community pharmacies operating in Croydon

Governance

- The Health and Social Care Act 2012 transferred the statutory responsibility for PNAs from NHS Primary Care Trusts (PCTs) to Health and Wellbeing Boards (HWB), from 1 April 2013, with a requirement to publish a revised assessment at least every 3 years
- This Steering Group has been established to oversee the production of the 2022 PNA for the London Borough of Croydon, reporting progress and presenting the final report to the HWB on or before the September 2022 meeting.

Appendix 1 – Draft Terms of Reference – Croydon 2022 PNA Steering Group

- The Health and Wellbeing Board will be informed of progress towards the production of the PNA and relevant milestones through the HWB Programme Manager's quarterly updates.
- If a statement or decision from the Health and Wellbeing Board is needed in relation to the production of the draft PNA, a formal report will be prepared for the Health and Wellbeing Board's consideration.
- The steering group will report directly to the Director of Public Health and is accountable to Croydon Health and Wellbeing Board.

Frequency of meetings

Meetings will be arranged at key stages of the project plan. The Steering Group will meet in late summer 2022 to sign off the PNA 2022 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 agree and sign off on the documentation for consultation purposes and to consult with the bodies stated in Regulation 8 of The NHS Regulations 2013:
 - o Any Local Pharmaceutical Committee for its area
 - o Any Local Medical Committee for its area
 - o Any persons on the pharmaceutical lists and any dispensing doctors list for its area
 - o Any LPS chemist in its area
 - o Any Local HealthWatch organisation for its area
 - o Any NHS trust or NHS foundation trust in its area
 - o The NHSCB
 - o Any neighbouring HWB
- Ensure that due process is followed. Ensure that the draft and final PNA contains all the relevant statements required by legislation
- Review the responses to the consultation and agree its response to the points raised and agree what, if any, changes are to be made as a result of the consultation. This review will form part of the report on the outcome of the consultation and is included in the final version of the PNA.
- Agree the final version of the PNA for consideration and subsequent decision by the Health and Wellbeing Board.
- Report to Health & Wellbeing Board on both a Draft and Final PNA.

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- Ensure that the Health and Wellbeing Board is able to publish a Final PNA by 1 October 2022.

Membership:

Delegate	Job title	Organisation
Mar Estupinan	Public Health Principal	Public Health Croydon, London Borough of Croydon
Jack Bedeman	Consultant in Public Health	Public Health Croydon, London Borough of Croydon
Denise Malcolm	Senior Communications Officer	London Borough of Croydon
Carol Lewis	Senior Public Health Intelligence analyst	Public Health Croydon, London Borough of Croydon
Edwina Morris	Chief Executive Officer	Healthwatch Croydon
Amit Patel	Chief Executive Officer	Croydon LPC
Louise Coughlan	Chief Pharmacist	Croydon Health Services
Lizzie Whetnall	Head of Communications and Engagement Croydon and South West London	South West London Health and Care Partnership
Karthiga Gengatharan	Medical Director	Surrey and Sussex LMCs

In attendance at meetings will be representatives of the provider who have been commissioned by London Borough of Croydon to support the development of the PNA. The *provider* is not to be a core member.

The meeting will be chaired by a representative of LBC Public Health, with the *provider* supporting.

Each core member has one vote. The Chair 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 five core Members in attendance, one of which must be a pharmacist member. Non-attending members are unable to cast a vote or participate in decision making. . To be included in decision-making, members' (or their nominated deputies) attendance is essential.

In attendance at meetings will be representatives of the *provider* who have been commissioned by London Borough of Croydon to support the development of the PNA.