

**HEALTH AND WELLBEING BOARD: 21 SEPTEMBER 2017****REPORT OF THE CHIEF EXECUTIVE****PHARMACEUTICAL NEEDS ASSESSMENT 2018
PROPOSED CONSULTATION ARRANGEMENTS****Purpose of Report**

1. The purpose of this report is to seek approval for the proposed consultation arrangements for the Pharmaceutical Needs Assessment (PNA).

Link to the Local Health and Care System

2. The Health and Wellbeing Board (HWB) has a statutory responsibility to prepare a Pharmaceutical Needs Assessment for Leicestershire and publish it by March 2018. At its meeting in March 2017, the HWB delegated responsibility for the production of the PNA to the Integration Executive (IE).
3. The purpose of the PNA is to:
 - identify the pharmaceutical services currently available and assess the need for pharmaceutical services in the future;
 - inform the planning and commissioning of pharmacy services by identifying which services should be commissioned for local people, within available resources, and where these services should be;
 - inform decision making in response to applications made to NHS England by pharmacists and dispensing doctors to provide a new pharmacy. The organisation that will make these decisions is NHS England.

Recommendation

4. The Health and Wellbeing Board is asked to:-
 - (a) agree the consultation approach and
 - (b) note the timetable for finalising the PNA.

Background

5. At its August meeting, the IE commented on the draft PNA document. The PNA is being updated to reflect this feedback along with comments from other stakeholders. A final version will be circulated to members of the Health and Wellbeing Board once it becomes available.

6. A PNA Reference Group oversees the detailed production of the PNA documents for Leicester, Leicestershire and Rutland to ensure a consistent local approach. Membership of this group includes: local authorities, NHS England, the Leicestershire Pharmaceutical Committee, Local Professional Network for Pharmacists and the Leicester, Leicestershire and Rutland Local Medical Committee, Clinical Commissioning Groups and Healthwatch. Although there is a common approach, there will be separate PNAs for Leicester, Leicestershire and Rutland.
7. The PNA Reference Group recommends the following approach to consultation for Leicestershire. Leicester City and Rutland will follow a similar approach and timetable. In particular, all three areas will use the same survey questions.

Proposals/Options

Background to Consultation

8. The proposed approach is based upon the requirements for PNA consultation set out in Regulation 8. This regulation specifies that the HWB must consult, at least once, with the following:-
 - the Local Pharmaceutical Committee (LPC)
 - the Local Medical Committee
 - any persons on the pharmaceutical lists and any dispensing doctors list for its area
 - any LPS chemist in its area with whom NHS England has made arrangements for the provision of any local pharmaceutical services
 - Healthwatch, and any other patient, consumer or community group in its area which in the view of the Health and Wellbeing Board has an interest in the provision of pharmaceutical services in its area;
 - any NHS trust or NHS foundation trust in its area
 - NHS England
 - any neighbouring HWB.
9. The PNA is subject to a 60 day statutory consultation period which it is proposed should start the week commencing 25th September 2017.
10. Those being consulted can be directed to a website address containing the draft PNA but can, if they request, be sent an electronic or hard copy version. We will comply with this regulation and also propose to develop an 'easy read' version of the PNA.

Scope, aims and objectives of consultation

11. The scope of the consultation is to seek views on the draft PNA in line with statutory requirements. It should be noted that the PNA does not cover services provided by prison pharmacies or hospital pharmacies.
12. The aims and objectives of the consultation are:

- To seek views on the general assessment of pharmaceutical services as set out in the draft PNA
- To comment on the gap analysis presented in the draft PNA
- To provide additional evidence to improve the assessment of need presented in the PNA

Making information available

13. The 'Have your say' area of the County Council's website will be used to host all relevant information related to the consultation. This will include:
 - Purpose of consultation statement
 - Detailed draft PNA
 - Appendices to the draft PNA
 - Summary of PNA (4 to 8 pages)
 - Link to consultation survey (currently in development)
 - Easy Read summary of PNA with link to Easy Read questionnaire
14. Although it is anticipated that most people will complete an online survey, there will be an option to request a hardcopy of the documents and questionnaire – so that responses can then be submitted by post.

Consultation/Patient and Public Involvement

15. The following partners/organisations have been consulted through their membership of the PNA Reference Group:
 - Local Pharmaceutical Committee
 - Local Medical Council
 - CCGs
 - Healthwatch
 - Local Authorities
 - NHS England
16. Leicestershire pharmacies were invited to complete an online survey between June and August 2017 to provide additional evidence which is now included in the draft PNA. 61 out of 131 pharmacies completed the online survey.
17. However, it is recognised that the above organisations might wish to provide further comment. An email will therefore be sent to the above stakeholders, directing them to the website and inviting them to complete the stakeholder survey.
18. An email will also be sent to the following stakeholders encouraging them to visit the website and respond to the survey:
 - University Hospitals of Leicester (UHL)
 - Leicestershire Partnership Trust
 - Neighbouring HWBs

- Dispensing GP practices
 - STP work stream leads
19. We will raise awareness of the consultation using:
- Members News in Brief
 - HWB Twitter account
 - Health & Social Care Integration Stakeholder Bulletin
 - Via County Council Communications Department's links to communications leads in CCGs, UHL, LPT and for the STP
 - Press release
20. We will also offer to attend any relevant events/meetings organised by members of the Reference Group and seek views from participants. The Reference Group have been asked to provide a list.

Engagement with Patient Groups and General Public

21. Regulation 8 states that it is necessary to engage with Healthwatch, patient and community groups that have an interest in the provision of pharmaceutical services. Healthwatch is represented on the Reference Group and its advice will be sought about consultation with patient groups. Healthwatch Leicestershire has offered to place a link to the consultation materials on its website. In addition, there will be liaison with the CCGs to seek views from their patient representative groups.
22. The general public will be able to comment on the PNA via the 'Have your say' area of the website and hard copies will be available in libraries.

Analysis and Reporting

23. The responses to the questionnaire will be analysed and a summary of feedback from attendance at meetings and patient groups will be included in a consultation summary report. This summary will be used to populate the consultation results section of the PNA document.
24. The consultation report will be taken into account in further developing the gap analysis and recommendations sections of the final PNA document.

Timetable for Decisions

25. It is proposed to launch the consultation the week commencing 25th September and to close the consultation on 31st December 2017.
26. The final PNA documents need to be published at the end of March 2018.

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Relevant Impact Assessments

Equality and Human Rights Implications

27. The PNA will be subject to an EHRIA. It is suggested that this is best completed after the consultation period has ended.

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