

**LEICESTERSHIRE COUNTY COUNCIL, LEICESTER CITY COUNCIL &  
RUTLAND COUNTY COUNCIL**

**PHARMACEUTICAL NEEDS ASSESSMENT  
REFERENCE GROUP**

**TERMS OF REFERENCE**

**Purpose:**

The Pharmaceutical Needs Assessment (PNA) is a legal duty of the Health and Wellbeing Board (HWB) and each HWB will need to publish its own revised PNA for its area by 1<sup>st</sup> April 2018.

The purpose of this Reference Group is to oversee the development of the PNAs for Leicestershire, Leicester and Rutland.

The Reference Group will set the timetable for the development of the PNA, agree the format and content of the PNA and ensure that each PNA fulfils statutory duties around consultation for the PNA.

The Reference Group will be a task and finish group, meeting between April 2017 and March 2018.

**Key responsibilities:**

- To oversee the PNA process
- To ensure that the development of the PNA meets the statutory duties of the HWBs
- To ensure active engagement from all stakeholders
- To communicate to a wider audience how the PNA is being developed
- To ensure that the PNA addresses issues of provision and identifies need
- To map current provision of pharmaceutical services
- To identify any gaps in pharmaceutical provision
- To consider future needs
- To oversee an effective consultation process across Leicester, Leicestershire & Rutland
- To identify any economies of scale by three geographical areas working together

**Governance:**

- Leicestershire County Council – the Health and Wellbeing Board will task the Integration Executive with ensuring the PNA is conducted according to the legislation.
- Rutland County Council – overall responsibility rests with the Health and Wellbeing Board.

- Leicester City Council - the overall responsibility rests with the Health and Wellbeing Board.

### Membership

Organisation	Name	
Leicestershire County Council & Rutland County Council	Mike Sandys (Chair)	Chair
Leicester City Council	Rod Moore	Deputy Chair
Leicestershire County Council	Caroline Boucher	
Local Pharmaceutical Committee	Luvjit Kandula	
Local Pharmaceutical Committee	Susan Hind	
<b>Clinical Commission Groups (CCGs)</b>		
East Leicestershire and Rutland CCG	John Nicholls	Medicines Management Leads
Leicester City CCG	Lesley Gant	
West Leicestershire CCG	Gillian Stead	
<b>HealthWatch</b>		(Karen Chouhan Leicester to be copied in on all papers)
Leicestershire & Leicester	Chris Faircliffe	
Rutland	Brian Godfrey	
NHS England	Salim Issak	
<b>PNA Project Team Members / Intelligence Teams</b>		<b>Note: LCC provides public health intelligence service to Rutland.</b>
Leicestershire County Council & Rutland County Council	Natalie Greasley, Gurjinder Bans	
Leicester City Council	Helen Reeve, Kajal Lad	
LLR Local Medical Committee	Charlotte Woods	

**Note: Membership will be reviewed regularly and may be extended by agreement of the Project Team members**

**Frequency of meetings:** likely to be every 6 to 8 weeks – April 2017, May 2017, July 2017, September 2017, December 2017 and February 2018. If required, additional ad hoc meetings will be called.

**Support arrangements:**

The meetings will be minuted by Leicestershire County Council.

**Confidentiality**

An undertaking of confidentiality may need to be signed by non-Local Authority employed group members.

During the period of membership of the Reference Group, members may have access to information designated by the Local Authorities or other members as being of a confidential nature and which must not be divulged, published or disclosed without prior written consent. Improper use of or disclosure of confidential information will be regarded as a serious disciplinary matter and will be referred back to the employing organisation. When appropriate, papers will be marked confidential before circulation to group members.

**Declarations of Interest**

Where there is an item to be discussed, where a member could have a commercial or financial interest, the interest is to be declared and formally recorded in the minutes of the meeting.

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