

APPENDIX A**LEICESTERSHIRE COUNTY COUNCIL, RUTLAND COUNTY COUNCIL AND
LEICESTER CITY 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 1st October 2022.

The purpose of this reference group is to oversee the development of the PNA for Leicestershire, the PNA for Rutland and the PNA for Leicester City.

The team 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 team will be a task and finish group, meeting between December 2021 and September 2022.

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 map any future provision

Governance:

- Leicestershire County Council – the Health and Wellbeing Board will ensure the PNA is conducted according to the legislation.
- Rutland County Council – the Health and Wellbeing Board will ensure the PNA is conducted according to the legislation.
- Leicester City Council - the Health and Wellbeing Board will ensure the PNA is conducted according to the legislation
- The reference group will be chaired by the Public Health Director, Mike Sandys.

PNA Reference Group membership:**Local Authority PNA Leads**

- Mike Sandys, Leicestershire County Council, Chair
- Caroline Boucher/Andy Brown, Business Intelligence, Leicestershire County Council
- Vivienne Robbins, Rutland County Council
- Helen Reeve, Leicester City Council

Local Pharmaceutical Committee

- Chief Officer and Secretary, Rajshri Owen

Clinical Commissioning Group

- Gillian Stead, Medicines Management lead, LLR CCG
- Amit Sammi, Head of Strategy and Planning, LLR CCG

HealthWatch

- Harsha Kotecha, Leicester and Leicestershire
- Janet Underwood, Rutland

NHS England

- Dianne Wells, Commissioning Manager

UHL

- Claire Ellwood, Chief Pharmacist, UHL and ICS

Public Health Intelligence Leads

- Kajal Lad, Leicestershire County Council
- Victoria Rice, Rutland County Council
- Helen Reeve, Leicester City Council

Local Medical Committee

- Charlotte Woods

Voluntary Action LeicesterShire

- Kevin Allen-Khimani - TBC

Leicestershire Equalities Challenge Group

- Matthew Hulbert

District Council Representative

- TBC

NB: Membership will be reviewed regularly and may be extended by agreement of the Reference Group members

Frequency of meetings: five meetings have been arranged – December 2021, February 2022, March 2022, May 2022, August 2022. Additional meetings may be required between January 2022 and May 2022 as this will be the main development phase of the PNA.

Support arrangements:

The minutes of the meetings will be taken by admin support at by Leicestershire County Council.

Confidentiality

An undertaking of confidentiality will be signed by all members of the Reference Group.

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. For the avoidance of doubt as to whether an agenda item is confidential all papers will be marked as confidential before circulation to the 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.

This page is intentionally left blank