

# Appendix A

## Public Health Strategic Steering Group Terms of Reference

## 1. Background

The Public Health Strategic Group will bring together system leaders in Bexley to support the development of public health.

Considerations will include:

**Collective efforts as a local health economy to make a positive impact on public health in Bexley** - benefitting the maximum number of people with the resources we have available.

**Public Health Services** – making our services accessible and effective. Building on best practice to achieve the outcomes we need. Delivering actions as a result of the Public Health Review 2016-2017.

**Wider determinants** – issues affecting upstream causes of ill health and how to tackle them for example improving education, employment, sense of community, access to services, housing, reducing poverty, violence, stigma, poor lifestyle opportunities.

**Health Improvement** - helping people make healthy behavioural choices - communities, families, individuals and employees

**Health protection** – keeping people safe from infection, poor environment and injury.

**Oversight of the Bexley Pharmaceutical Needs Assessment** - on behalf of the Bexley Health and Wellbeing Board overseeing the development and delivery of the Pharmaceutical Needs Assessment. The Bexley Health and Wellbeing Board will remain the responsible entity for the production of the PNA in accordance with legislation and Regulation. The detailed responsibilities are set out in Annex 1

## 2. Core Membership

- Director of Public Health (LBB) (Chair)
- Chief Executive (LBB)
- Chief Clinical Officer (Bexley CCG)
- Chair (Bexley CCG)
- Director of Adult Social Care and Health (LBB)
- Primary Care Transformation Manager (CCG)
- Service Director, Bexley Care (London Borough of Bexley and Oxleas NHS FT)
- Communities and Infrastructure (LBB)
- Chief Executive Bexley Voluntary Service Council (BVSC)
- Public Health Policy (LBB)

## 3. Co-opted

- A representative of the Local Pharmaceutical Committee (for the PNA only)
- The PNA contractor

Other representatives from the CCG/LBB and partners (by invitation, as appropriate)

## 4. Frequency of Meetings

- Every 8 weeks

## **Annex 1: Detailed Responsibilities in Relation to the PNA**

### **1. Introduction**

The provision of NHS Pharmaceutical Services is a controlled market. Any pharmacist, dispensing appliance contractor or dispensing doctor (rural areas only), who wishes to provide NHS Pharmaceutical services, must apply to be on the Pharmaceutical List.

The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 (SI 2013 No. 349) and amendments in 2014, 2015 and 2016 set out the system for market entry. Under the Regulations, Health and Wellbeing Boards are responsible for publishing a Pharmaceutical Needs Assessment (PNA); and NHS England is responsible for considering applications.

A PNA is a document which records the assessment of the need for pharmaceutical services within a specific area. As such, it sets out a statement of the pharmaceutical services which are currently provided, together with when and where these are available to a given population. The PNA is used by NHS England to consider applications to open a new pharmacy, move an existing pharmacy or to provide additional services.

London Borough of Bexley published its first PNA under the Regulations on the 18 March 2015. The Health and Wellbeing Board has now initiated the process to refresh the PNA; this is in accordance with the Regulations which require a new document to be published every 3 years.

### **2. Role**

The Public Health Strategic Steering Group has delegated responsibility from the HWB to develop the new PNA, including:

- Overseeing and driving the formal process required for the development of a PNA
- Ensuring that the published PNA complies with all the requirements set out under the Regulations
- Promoting integration of the PNA with the Joint Strategic Needs Assessment and relevant local strategy
- Establishing arrangements to ensure the appropriate maintenance of the PNA, following publication, as required by the Regulations
- Responding to formal PNA consultations from neighbouring HWBs on behalf of the London Borough of Bexley Health and Wellbeing Board

### **3. Key Objectives**

- Champion the work to develop the PNA with internal and external stakeholders, including patients, service users and the public
- Approve the project plan and timeline
- Drive the project ensuring that key milestones are met
- Ensure that the requirements for the development and content of PNAs are followed and that the appropriate assessments are undertaken, in line with the Regulations

- Review, and agree, the localities which will be used for the basis of the assessment
- Undertake an assessment of the pharmaceutical needs of the population and make recommendations based on this assessment
- Review, and refine if necessary, the criteria for necessary and relevant services and apply these to pharmaceutical services
- To revisit choice and the factors used to determine if this is sufficient
- Determine the impact of changes which have occurred since the current PNA was written, including: changes to the application process which allow consolidation of contracts; the new remuneration arrangements for community pharmacy (which apply from 1 December 2016) and the Pharmacy Access Scheme
- Determine the maps which will be included in the PNA
- Develop and approve a draft PNA for formal consultation with stakeholders
- Oversee the consultation ensuring that this meets the requirements set out in the Regulations
- Consider and act upon formal responses received during the formal consultation process, making appropriate amendments to the PNA
- Develop and approve a consultation report as required by the Regulations and ensure that this is included within the final PNA
- Submit the final PNA to the Health & Wellbeing Board for approval prior to publication
- Consider and document the processes by which the HWB will discharge its responsibilities in relation to maintaining the PNA; and formally responding to consultations initiated by neighbouring HWBs
- Advise the HWB, if required, when consulted by NHS England in relation to consolidated applications
- Document and manage potential and actual conflicts of interests

#### **4. Governance**

The following Governance arrangements have been established:

- The London Borough of Bexley HWB has delegated responsibility for the development and maintenance of the PNA; and for formally responding to consultations from neighbouring HWBs to the Director of Public Health (DPH)
- The Public Health Strategic Steering Group is responsible for supporting the DPH with the discharge of all functions relating to the PNA. The Steering Group reports to the DPH and is accountable to the HWB through this route

## **5. Meeting Frequency**

For the purposes of the PNA development, the Steering Group will meet, either on a face to face basis or virtually (conference call or email discussion), approximately every 4 - 10 weeks, in accordance with the needs of the project plan.

Following publication of the final PNA, the Steering Group will consider on 'as required' basis:

- Any matters in relation to fulfilling its role in timely maintenance of the PNA
- Advice to the HWB, when consulted by NHS England, in relation to consolidated applications

## **6. Project Management**

Webstar Lane Ltd has been commissioned to provide project management support for the development of the PNA.

The PH Strategic Steering Group will:

- Regularly review the delivery of the PNA, holding the contractor to account in respect of the agreed delivery timetable
- Communicate to the wider audience how the PNA is being developed and the outcome of the pharmaceutical needs assessment