

## **Appendix A - Terms of Reference**

### **City and Hackney 2022 PNAs Steering Group Terms of Reference**

#### **Purpose**

Ensure the development of 2022 City and Hackney's Pharmaceutical Needs Assessments (PNAs) so that both City and Hackney Health and Wellbeing Boards (HWB) meet their statutory responsibility for publishing their PNAs in line with The National Health Service England (Pharmaceutical Services and Local Pharmaceutical Services) Regulations.

#### **Objectives**

- To oversee the development of the pharmaceutical needs assessments in accordance with, and ensure both the City and Hackney PNAs comply with, with the NHS Pharmaceutical Services and Local Pharmaceutical Services Regulations 2013.
- Ensure the PNAs take into account the local demography within City and Hackney boroughs 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 both City and Hackney boroughs are aware, engaged and involved in the development of the PNAs.
- Present the PNAs first and final draft to the HWBs.
- Publish the PNAs on the Councils' websites 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 boroughs.
- Horizon scan for future policy direction and identify system decision makers to transform the vision into a reality for City and Hackney residents.
- Ensure the vision paper has adequate and appropriate patient and public involvement along with the wider community pharmacies operating in City and Hackney.

#### **Governance**

- The Health and Social Care Act 2012 transferred the statutory responsibility for PNAs from NHS Primary Care Trusts (PCTs) to HWBs, 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 PNAs for both the City of London Corporation and the London Borough of

Hackney, reporting progresses and presenting the final reports to each HWBs on or before their Summer 2022 meetings.

- The HWBs will be informed of progress towards the production of the PNAs and relevant milestones through the HWBs Programme Manager’s quarterly updates. A summary report will be submitted to update the HWB at suitable stages of the development process.
- If a statement or decision from the HWB is needed in relation to the production of the draft PNA, the Chair of the Steering Group is welcome to draft a formal report for consideration.
- The steering group will report directly to the Directors of Public Health and is accountable to the City of London Corporation and the London Borough of Hackney HWBs.

### Frequency of meetings

Meetings will be arranged at key stages of the project plan. The Steering Group will meet in summer 2022 to sign off the 2022 PNAs for submission to the HWBs.

### Responsibilities

- Provide a clear and concise PNA process.
- Review and validate information and data on population, demographics, pharmaceutical provision, and health needs.
- To consult with the bodies stated in Regulation 8 of The NHS Regulations 2013:
  - Any Local Pharmaceutical Committee for its area.
  - Any Local Medical Committee for its area.
  - Any persons on the pharmaceutical lists and any dispensing doctors list for its area.
  - Any LPS chemist in its area.
  - Any Local HealthWatch organisation for its area.
  - Any NHS trust or NHS foundation trust in its area.
  - The NHSCB.
  - Any neighbouring HWB.
- Ensure that due process is followed.
- Report to each HWB on both a Draft and Final PNA.
- Publish a Final PNA for each HWB by end 1 October 2022.

### Membership

Delegate	Job title	Organisation
Sara Bainbridge	Public Health Registrar	City and Hackney Public Health Team
Diana Divajeva	Principal Public Health Analyst	City and Hackney Public Health Team
Yasmin Mulla	Senior Procurements and Contracts Officer	City and Hackney Public Health Team
Chris Lovitt	Deputy Director of Public Health	City and Hackney Public Health Team

Andrew Trathen	Consultant in Public Health	City and Hackney Public Health Team
Rozalia Enti	Head of Medicines Management	City and Hackney CCG
Yogendra Parmar	Chief Executive	City and Hackney LPC
Jon Williams	Director	Healthwatch Hackney
Tara Hudson	Strategic Communications Advisor	London Borough of Hackney Comms
Helen Turnbull	Comms Officer	City of London Comms
Xenia Koumi	Senior Public Health Specialist	City & Hackney
Sanch Kanagarajah	Public Health Intelligence	London Borough of Hackney
Vinay Patel	Chair	City and Hackney LMC
Wendy Walker	Assistant Director of Primary Care	City and Hackney LMC
Paul Coles	General Manager	City of London Healthwatch
Senior Commissioning Manager Market Entry/Pharmacy		NHS England and NHS Improvement - London Region
Anjna Sharma	Director of Pharmacists Services	Soar Beyond Ltd
Kajal Mistry	Associate Director	Soar Beyond Ltd
Christina Wells	Senior Project Executive	Soar Beyond Ltd

Soar Beyond are not to be a core member, although the meeting will be chaired by Soar Beyond. Each core member has one vote. The Consultant in Public Health, City and Hackney Public Health Team, 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 from each representative organisation in attendance, one of which must be an LPC member. Non-attending members are unable to cast a vote – that vote may otherwise sway the casting decision. To be included in decision-making, members' (or their nominated deputies) attendance is essential.

In attendance at meetings will be representatives of Soar Beyond Ltd who have been commissioned by London Boroughs of City and Hackney to support the development of the PNAs. Other additional members may be co-opted if required.