



Medway Pharmaceutical Needs Assessment (PNA)

Steering Group Terms of Reference

November 2024

Objective / Purpose

To support the production of the Pharmaceutical Needs Assessment (PNA) on behalf of the Medway Health and Wellbeing Board (HWB), to ensure that it satisfies the relevant regulations including consultation requirements.

Delegated responsibility

Medway HWB have delegated authority to the PNA Steering group to oversee the production and completion of the Medway PNA, 2025-2028 in consultation with the Chair of the Health and Wellbeing Board.

Accountability

The Steering Group is to report to Director of Public Health.

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
 - Integrated Care Boards
 - Any neighbouring HWB

- Ensure that due process is followed
- Report to Health and Wellbeing Board on both the draft and final PNA
- Publish the final PNA by 1 October 2025
- Discuss and ensure a process is in place to maintain the PNA post publication

Membership

Core members:

- Cabinet Portfolio holder for Health & Adults & Deputy Leader of Medway Council
- Deputy Director of Public Health
- Consultant in Public Health
- Integrated Care Board Contract Manager representative
- Local Pharmaceutical Committee (LPC) representative
- Integrated Care Board Pharmacy and Medicines Optimisation representative
- Local Medical Committee representative
- Healthwatch representative (lay member)

Soar Beyond are not to be a core member however will chair the meetings. Each organisation has one vote. The Public Health representative 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 four core members 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.

Additional members (if required):

- Integrated Care Board Commissioning Managers
- NHS Trust Chief Pharmacists
- Dispensing Doctors representative

In attendance at meetings will be representatives of Soar Beyond Limited who have been commissioned by Medway to support the development of the PNA. Other additional members may be co-opted if required.

Frequency of meetings

Meetings will be arranged at key stages of the project plan. The Steering Group will meet in summer 2025 to sign off the PNA for submission to the Health and Wellbeing Board.