

**Joint Coventry & Warwickshire Health & Wellbeing Board
Pharmacy Steering Group
DRAFT Terms of Reference**

The Terms of Reference in this document outlines the group's purpose, responsibility, scope, membership, roles, responsibilities, accountability and frequency of meetings.

Background

The Pharmaceutical Needs Assessment (PNA) is an assessment of the pharmaceutical services that are currently provided in an area including dispensing of prescriptions by community pharmacies, dispensing GPs and other providers, as well as other services available from community pharmacies. The Health and Social Care Act 2012 transferred responsibility for the development and updating of the PNA from Primary Care Trusts to HWBs.

The content of PNAs is set out in Schedule 1 to the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013. The Regulations state that each HWB must have produced their first PNA no later than 1st April 2015 and must publish a revised assessment within 3 years of its previous thereafter, or sooner if required.

Coventry City Council and Warwickshire County Council published their first PNAs under the regulations in 2014/2015 and their second in March 2018. The Health & Wellbeing Boards (HWB) of both Coventry and Warwickshire agreed to approach the PNA revision in 2017/18 as a collaborative project. A recommendation of both PNAs stated that a steering group would be established to monitor and support delivery of the recommendations included within the reports, updating the HWBs as relevant. In addition due to the important role pharmacies play in the local health and wellbeing economy it was agreed that the steering group will also act as a reference group for other health and wellbeing programmes working with pharmacy as relevant. This includes, but is not exclusive to; Healthy Living Pharmacies and falls prevention pilot in Warwickshire Pharmacies.

Role of the Steering Group

The steering group has been established to:

- Monitor and support delivery of the recommendations included within the PNAs.
- Ensure that the published PNA and supplementary statements comply with all the requirements set out under the NHSE Regulations 2013. Developing and updating the PNA, including the preparation of supplementary statements, as and when required.
- Promote integration of the PNA with other strategies and plans including: Joint Strategic Needs Assessment; Local CCG strategies; Joint Health & Wellbeing Strategy; GP Forward View and Community Pharmacy Forward View
- Ensure Community Pharmacy services reflect local needs and improve patient experience.
- Promote the role of Pharmacy as a community asset which supports community resilience through promoting wellbeing, health and social care information and services.

Membership

- The Steering Group is a **decision making group**, and therefore organisations will need to delegate responsibility to their representative members.
- Members are expected to attend and should nominate a deputy to attend in their place where appropriate, who must be approved to hold delegated decision making powers.
- The strength of the Steering Group will depend upon members working voluntarily together to innovate, solve problems of mutual concern and co-ordinate solutions and implementation plans.

Core Members

Public Health Consultant: NHS CRCCG/Coventry City Council (Joint Chair)
Associate Director of Public Health, Warwickshire County Council/ WNCCG (Joint Chair)

Senior Contracts Officer, Coventry City Council
Senior Commissioning Manager, Warwickshire County Council

Project lead Medicines Optimisation, WNCCG/CRCCG

NHS England Pharmacy contracting representative

Local Medical Committee Warwickshire representative
Local Medical Committee Coventry representative

Local Professional Network representative

Local Pharmaceutical Committee Coventry representative
Local Pharmaceutical Committee Warwickshire representative

Healthwatch Coventry representative
Healthwatch Warwickshire representative

Coventry and Rugby CCG representative
South Warwickshire CCG representative
Warwickshire North CCG representative

Additional Members

Insights Warwickshire County Council

Engagement, Coventry City Council
Communications, Coventry City Council

Steering Group Meetings Quorum

- Chair (or nominated deputy)
- Community Pharmacist (LPC or LPN)
- Healthwatch representative
- A CCG representative
- HWB representatives for both Coventry and Warwickshire (or appropriate deputisation)
- LMC – Warwickshire and Coventry

Quoracy applies to the formal meetings of the Steering Group. Members would be expected to prioritise meetings and appoint a deputy or liaise with their counterpart in Coventry or Warwickshire as appropriate to support effective working of the group.

Key Objectives of Steering Group

- The Steering Group will monitor, and where relevant, support the reduction in the variation in provision of some locally commissioned services
- The Steering Group will support the development of opportunities for further development of pharmacies locally.

- The Steering Group will monitor the development of major housing sites and produce supplementary statements to the PNA if deemed necessary, to ensure that appropriate information on pharmacy needs is available.
- The Steering group will support and promote the signposting and improve the availability of online information to promote opening hours and the services currently available from local pharmacies.
- The steering group will offer advice and support the development of opportunities for both the HWB and within the Coventry and Warwickshire Sustainability and Transformation Partnership to capitalise on the capacity within the range of services offered from community pharmacies and for future service development.

Accountability

- Accountable to the Health and Wellbeing Boards in Coventry and Warwickshire with Quality Assurance from the steering group.
- Responsible to Jane Fowles (Consultant in Public Health, Coventry City Council) and Rachel Robinson (Associate Director for Public Health, Warwickshire County Council)

Meeting Frequency

The Steering group will meet quarterly.

Project Management

To be agreed.

Review of Terms of Reference

Annually