

Royal Borough of Greenwich Pharmaceutical Needs Assessment (PNA)

Steering Group

TERMS OF REFERENCE

1. Purpose

- 1.1. The purpose of the PNA Steering Group is to ensure delivery of a quality assured and robust Pharmaceutical Needs Assessment (PNA) for the Health and Wellbeing Board for the Royal Borough of Greenwich.
- 1.2. The PNA is a commissioning tool and determines market entry for NHS pharmaceutical services provision.
- 1.3. The PNA Steering Group will work to the agreed PNA Work Plan and develop a PNA that meets the requirements of NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013.
- 1.4. The PNA Steering Group will review and report on progress to the Health and Wellbeing Boards and other stakeholders.

2. Accountability & Governance

- 2.1. The Health and Wellbeing Board have delegated responsibility to the PNA Steering Group (and the Chair) to steer the PNA work programme and to ensure that all the legislative and regulatory requirements are fully met by the revised PNAs.
- 2.2. The PNA Steering Group will monitor and review progress against the timescales in the agreed PNA Project Plan. Healthy Dialogues will inform the steering group of any risks to progress.
- 2.3. Ashlee Mulimba, Director of Healthy Dialogues will coordinate the PNA Steering Group.

3. Membership

- 3.1. The Steering Group will be chaired by Fiona Harris, Consultant in Public Health.
- 3.2. The group will be supported by the membership of the Group:

Name	Representing/Role
Raj Matharu	Local Pharmaceutical Committee
Fiona Harris	Public Health
Robin Clarke	Public Health
Alexia Fergus	Public Health

Rikki Garcia	Healthwatch
Rena Amin	CCG Medicines Management
Ashlee Mulimba	Healthy Dialogues
Radhika Puri	Healthy Dialogues

3.3. Additional expertise from other organisations will be drafted in as required.

4. Quorum

- 4.1. The quorum shall be two members to include minimum representation from Public Health and Healthy Dialogues.
- 4.2. Prior guidance will be sought from LPC, CCG, Health watch and Communications if they cannot attend any future steering group meetings.

5. Procedures

- 5.1. The PNA Steering Group will meet monthly in the first instance to be reviewed regularly dependent on need.

6. Reporting

- 6.1. Healthy Dialogues will report on progress to the PNA Steering Group.
- 6.2. The Health and Wellbeing Boards will receive reports on an exception basis where appropriate.

7. Review

- 7.1. The terms of reference is relevant for the duration of this PNA and until the PNA is published on the 1st of April 2018.

Date reviewed: 18th October 2017