

Bury, Oldham and Rochdale PNA Steering Group

Terms of Reference

28th November 2024

Terms of reference

Terms of Reference

Name of Group	Bury, Oldham and Rochdale Pharmaceutical Needs Assessment (PNA) Steering Group
Reports to	Reports to the Health and Wellbeing Board (HWB) via the HWB Lead/HWB PNA Champion for each local authority
Bodies reporting to this Group	None
Chair	NHS Greater Manchester Pharmacist
Membership	Representatives from the NHS Greater Manchester Community pharmacy integration and commissioning portfolio team: • Portfolio Lead Pharmacist • Strategic Medicines Optimisation Pharmacist • Senior Medicines Optimisation Pharmacist Representatives from Bury, Oldham and Rochdale local authority public health team. Representatives from Bury, Oldham and Rochdale local authority communications and engagement team. Representative from NHS Greater Manchester Primary Care Contracts Team. Representative from the Local Pharmaceutical Committee (LPC). Representative from Healthwatch.
Function of the group	The primary role of the group is to advise and develop structures and processes to support the preparation of a comprehensive, well researched, well considered and robust pharmaceutical needs assessment, building on

expertise from across the local healthcare community.

Establishing the group will also ensure that the views of the main stakeholders are considered throughout the process of writing the document.

Responsibilities/Actions

The NHS Greater Manchester team will lead the development of the PNA and will ask for support from all stakeholders during the process with regards to collating information and reviewing specific areas.

The steering group will report directly to the HWB in line with the local authorities usual reporting structures.

The HWB will need to decide how much it wishes to delegate to the steering group; for example, does it wish to sign-off the consultation version of the pharmaceutical needs assessment or will it delegate this to the group.

The group will identify and report any issues and risks to the HWB that may jeopardise the successful completion of the PNA.

Outputs of the Group

The group will develop a PNA for Bury, Oldham and Rochdale HWB, meeting the statutory requirements specified in 'The National Health Service (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013.

Frequency of Meetings

The group will meet via Microsoft teams, and will have email exchanges, as often as required to ensure successful completion of the PNA.

As there is local experience of producing PNA's it may not be necessary for the steering group to meet monthly. As HWB's will have experience of producing a PNA, it may only be necessary for there to be a minimum of four meetings.

The meeting frequency will be regularly reviewed to ensure that project timelines are met as the work progresses.