
Pharmaceutical Needs Assessments - Decision Making Process

Report being considered by: Health and Wellbeing Board

On: 20 April 2023

Report Author: Gordon Oliver

Report Sponsor: April Peberdy

Item for: Decision



1. Purpose of the Report

This report sets out a proposed process for assessing the impacts of notified changes to pharmaceutical services in West Berkshire and for keeping the Pharmaceutical Needs Assessment under review.

2. Recommendation(s)

It is recommended that the Health and Wellbeing Board agrees that:

- (a) notifications of changes to pharmaceutical services in West Berkshire should be shared between the Chairman of the Health and Wellbeing Board, the Director of Public Health for Berkshire West, and West Berkshire Council's Public Health Team;
- (b) decisions about the appropriate response to notifications of changes to pharmaceutical services be delegated to a Sub-Committee of the Health and Wellbeing Board, consisting of the Chairman and Vice Chairman of the Health and Wellbeing Board, the Director of Public Health for Berkshire West, and a senior Public Health Officer;
- (c) the Sub-Committee shall consult the Local Pharmaceutical Committee (Pharmacy Thames Valley) and the relevant local ward councillor(s) if a gap in provision is identified in order to understand the likely impact on other pharmacies and the local community;
- (d) all decisions of the Sub-Committee will be reported back to the Health and Wellbeing Board at the next public meeting and the Berkshire West Shared Public Health Team will publish any supplementary statements or updated PNA on the Berkshire Public Health Observatory website as required;
- (e) the proposed terms of reference for the Pharmaceutical Needs Assessment Sub-Committee be approved.

3. Executive Summary

- 3.1 Health and wellbeing boards have responsibility for developing and updating pharmaceutical needs assessments and for assessing the impacts of any notified changes to pharmaceutical services in their area.

- 3.2 National guidance outlines health and wellbeing boards' responsibilities and includes details on how to keep a PNA updated during its lifetime. This describes circumstances that could result in health and wellbeing boards being required to produce a new PNA sooner than the usual three yearly cycle, or publish a PNA Supplementary Statement.
- 3.3 All health and wellbeing boards are required to have an agreed process for responding to notified changes in provision of pharmaceutical services. This reports sets out options and makes recommendations for such a process.

4. Supporting Information

- 4.1 The Health and Social Care Act 2012 established health and wellbeing boards and made them responsible for developing and updating pharmaceutical needs assessments (PNAs) with effect from 1 April 2013. The NHS Act 2006, amended by the Health and Social Care Act 2012, sets out the requirement for health and wellbeing boards to develop and update PNAs. The NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 (the 2013 regulations), as amended, set out the minimum information that must be contained within a PNA and outline the process that must be followed in its development.
- 4.2 PNAs are used and referred to by those wishing to open a new pharmacy or dispensing appliance contractor premises. They are used by NHS England and NHS Improvement to determine applications, and NHS Resolution refer to them when applications go to appeal.
- 4.3 West Berkshire's most recent PNA was undertaken throughout 2021/22. This considered whether the current and future pharmacy provision meets the health and wellbeing needs of the local population. It also determined whether there were any existing / expected gaps, or need for improvements / better access to the provision of pharmaceutical services at the time of production or within the lifetime of the PNA (1 October 2022 to 30 September 2025). The PNA was approved at the Health and Wellbeing Board on the 29 September 2022, and was subsequently published to the [West Berkshire Council website](#) on 1 October 2022.
- 4.4 National guidance outlines health and wellbeing boards' responsibilities and includes details on how to keep a PNA updated during its lifetime. This describes circumstances that could result in health and wellbeing boards being required to produce a new PNA sooner than the usual three yearly cycle, or publish a PNA Supplementary Statement.
- 4.5 Once a PNA is published, the 2013 regulations require a health and wellbeing board to produce a new one if it identifies changes to the need for pharmaceutical services, which are of a significant extent. Therefore, each health and wellbeing board needs to put a system in place that allows them to identify and assess any changes to the need for pharmaceutical services that arise in their area during the three year lifetime of their PNA and to agree the appropriate response. This responsibility could be delegated to a committee or sub-committee, or could remain with the board.
- 4.6 Notifications of changes to pharmacy provision can be received at any time. The timeframe is dependent on the type of application (e.g. 45 days for consolidations of pharmacies, three months for closure of pharmacies with 40 core opening hours per week and six months for closures of pharmacies with 100 core opening hours per

week). A local process must take timelines into consideration in order to submit representation by deadlines (where applicable). Representation and subsequent actions required should be based on analysis of the impact and access to pharmaceutical services.

- 4.7 The Berkshire West Shared Public Health Team and West Berkshire's Public Health Team have the necessary resource and expertise to undertake the analysis of the impact of notified changes in provision.

5. Options Considered

- 5.1 The Health and Wellbeing Board must decide, whether notifications of changes to pharmaceutical services in West Berkshire should be:
- (a) sent to all Board members via email for information; or
 - (b) only shared between the Health and Wellbeing Board Chairman and the Director of Public Health for Berkshire West and West Berkshire Council's Public Health Team.
- 5.2 Option (b) is recommended, in order to make the most effective use of Member and Officer time.
- 5.3 The Health and Wellbeing Board must agree a process for reviewing the notified changes. In the event that no public meeting is planned, the options would be:
- (a) to hold an extraordinary meeting with a minimum quorum to make a decision;
 - (b) to circulate the information by email to all Health and Wellbeing Board members for a decision; or
 - (c) to delegate the decision to a Sub-Committee of the Health and Wellbeing Board, consisting of the Chairman, Vice Chairman, the Director of Public Health for Berkshire West, and a senior Public Health Officer.
- 5.4 Option (c) is the preferred option, since this would allow for effective and timely decision making, based on technical analysis by the Shared Public Health Team, and would be the most efficient use of Member and Officer time.
- 5.5 Based on the data analysis in accordance with the PNA and national criteria, the decision to be made would be whether a review of the PNA is required, or a supplementary statement is to be published, or no action is to be taken because the change is not considered significant and does not create a gap in the local provision of pharmaceutical services.
- 5.6 The outcome of any decision would be presented for information at the next public meeting of the Health and Wellbeing Board and the West Berkshire Public Health Team would publish any supplementary statements or updated PNA as required.

6. Proposal(s)

For reasons of effective and timely decision making and efficient use of Members' and Officers' time, it is proposed that:

- (a) notifications of changes to pharmaceutical services in West Berkshire should be shared between the Chairman of the Health and Wellbeing Board, the Director of Public Health for Berkshire West, and West Berkshire Council's Public Health Team;
- (b) decisions about the appropriate response to notifications of changes to pharmaceutical services be delegated to a Sub-Committee of the Health and Wellbeing Board, consisting of the Chairman and Vice Chairman of the Health and Wellbeing Board, the Director of Public Health for Berkshire West, and a senior Public Health Officer;
- (c) the Sub-Committee shall consult the Local Pharmaceutical Committee (Pharmacy Thames Valley) and the relevant local ward councillor(s) if a gap in provision is identified in order to understand the likely impact on other pharmacies and the local community;
- (d) all decisions of the Sub-Committee will be reported back to the Health and Wellbeing Board at the next public meeting and the Berkshire West Shared Public Health Team will publish any supplementary statements or updated PNA on the Berkshire Public Health Observatory website as required; and
- (e) the proposed terms of reference for the Pharmaceutical Needs Assessment Sub-Committee be approved.

7. Conclusion(s)

The process identified above would ensure that the Health and Wellbeing Board discharges its responsibilities with respect to keeping the PNA under review.

8. Consultation and Engagement

The Health and Wellbeing Board Steering Group has been consulted on this report.

9. Appendices

Appendix A: Terms of reference for the Public Health Needs Assessment Sub-Committee

Background Papers:

[West Berkshire Pharmaceutical Needs Assessment 2022-2025 Information Pack for local authority health and wellbeing boards](#)

Health and Wellbeing Priorities Supported:

The proposals will support the following Health and Wellbeing Strategy priorities:

- Reduce the differences in health between different groups of people
- Support individuals at high risk of bad health outcomes to live healthy lives
- Help families and young children in early years
- Promote good mental health and wellbeing for all children and young people
- Promote good mental health and wellbeing for all adults

The proposals contained in this report will support the above Health and Wellbeing Strategy priorities by ensuring adequate pharmaceutical services provision in West Berkshire.
