

## Part 6.3.5

### Council Bodies

### Health and Wellbeing Board

### Appendix: Pharmaceutical Needs Assessment Sub-Committee

#### 1 Preamble

- 1.1 Part 3 (Meeting Procedure Rules) and Part 6 (Council Bodies) set out the rules and procedures that apply to all of the Council's Bodies and Sub-Bodies.
- 1.2 If there is any conflict between the wording of Parts 3 and 6 and this Appendix, this Appendix will prevail.

#### 2 Establishment and Accountability

- 2.1 The Pharmaceutical Needs Assessment Sub-Committee ("PNASC") is a Sub-Body of the West Berkshire Health and Wellbeing Board ("HWB").
- 2.2 The PNASC, through the Chairman and Vice-Chairman, is accountable to the HWB.

#### 3 Scope of Role

- 3.1 The PNASC will consider formal notifications ("Notifications") of proposed changes ("Proposals") to the availability of pharmaceutical services to residents of West Berkshire, including changes to opening hours, consolidation of pharmacies, relocation of pharmacies, and pharmacy closures.
- 3.2 For the purposes below, "Gap" means a gap in the provision of pharmaceutical services relevant to the granting of market entry applications.
- 3.3 As it considers necessary, the PNASC may ask the Berkshire West Shared Public Health Team and the Council's Public Health Team to jointly undertake an assessment of the impact of Proposals on local residents, to include (as relevant in the circumstances):
  - 3.3.1 preparation of a report summarising the impacts and making recommendations regarding any appropriate response; and/or
  - 3.3.2 where a Gap is anticipated, consultation with the Local Pharmaceutical Committee and local Ward Councillors in order to understand the likely impacts on other pharmacies and the local community.
- 3.4 The PNASC will agree the appropriate response to a Notification (in line with national guidance), for example:
  - 3.4.1 where the impact of the Proposals is not considered to be significant (where a Gap is not anticipated) - to take no action; or
  - 3.4.2 where the impact of the Proposals is considered to be significant but not substantial (where a Gap is anticipated, but where a producing an updated Pharmaceutical Needs Assessment ("PNA") is considered a disproportionate response) - to publish a supplementary statement explaining the changes to the availability of pharmaceutical services; or
  - 3.4.3 where the impact of the Proposals is considered to be substantial (where a Gap requires an updated PNA) - to commission an update of the PNA.
- 3.5 The PNASC will report the outcome of any decision to the next relevant Meeting of the HWB.

## 4 Membership, Chairmanship, Quorum, and Meetings

- 4.1 The PNASC membership consists of the following individuals (with members encouraged to identify Substitutes to attend if they are unable to do so):
- the Chairman and Vice-Chairman of the HWB;
  - the Director of Public Health for Berkshire West;
  - a senior officer from the Council's Public Health team.
- 4.2 The HWB Chairman shall be Chairman of the PNASC and the HWB Vice-Chairman shall be Vice-Chairman.
- 4.3 The quorum for a Meeting is three members.
- 4.4 Meetings shall take place as necessary to consider Notifications.