

Bristol Pharmaceutical Needs Assessment 2022

Communications and Consultation Plan

Background and context

The Pharmaceutical Needs Assessment (PNA) is a legal document which details services which would be desirable and necessary in a locality based on local health needs and population demographics. The Health and Social Care Act 2012 transferred the responsibility for developing and updating the PNAs to the LA Health and Wellbeing Boards. The NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 set out the legislative basis for developing and updating PNAs. There is a legal requirement for the HWB boards to publish the PNA by 1st October 2022.

PNAs will inform commissioning decisions by local authorities (public health services from community pharmacies) and by NHS England (NHSE) and clinical commissioning groups (CCGs) / integrated care systems (ICS).

Communications and consultation context and scope

This document details the scope of formal consultation and the proposed methods that will be used to engage different stakeholders and ensure patient and public involvement within this PNA.

There is a need for the HWB to understand;

- Local people and their representatives affected by the service;
- Existing pharmacy services/community based providers;
- Patients affected by possible new services in the area;
- Patient services and formal complaints; and
- Other key stakeholders

The information from these can then be used to inform the final PNA document.

Prior to publication of the final document, a formal consultation on a draft version needs to take place. There is a statutory requirement for this to last for a minimum of 60 days. This will start on 17th June 2022.

Summary of Timelines

Phase	Timing	Requirements
Initiation	January to March 2022	Draft project plan and identify resources. Agree work stream plans and timelines. Establish terms of reference and membership of project group and steering group. Update the Bristol Health and Wellbeing Board.
Information gathering	March to April 2022	Gathering information through work streams for locality profiles; pharmacy services; views of the public (Phase 1 and possible phase 2 for targeted groups); stakeholder views (informal consultation events if required).
Synthesis and drafting	April to June 2022	Bring together results from work streams. Analyse and write up as draft PNA.
Formal public consultation	17 th June 2022 for 60 days	Public consultation on draft PNA. Develop responses to consultation.
Finalise and publish PNA	1 st October 2022	Produce and agree final PNA, submit to Bristol HWB for sign off and publication no later than 1 st October 2022.

Key Audiences for formal consultation

The regulations state that: When making an assessment for the purposes of publishing a pharmaceutical needs assessment, each HWB must consult the following about the contents of the assessment it is making:

- any Local Pharmaceutical Committee for its area (including any Local Pharmaceutical Committee for part of its area or for its area and that of all or part of the area of one or more other HWBs);
- any Local Medical Committee for its area (including any Local Medical Committee for part of its area or for its area and that of all or part of the area of one or more other HWBs);
- any persons on the pharmaceutical lists and any dispensing doctors list for its area;
- any LPS chemist in its area with whom the NHS England has made arrangements for the provision of any local pharmaceutical services
- Any Local Healthwatch organisation for its area, and any other patient, consumer or community group in its area which in the opinion of HWB1 has an interest in the provision of pharmaceutical services in its area;
- any NHS trust or NHS foundation trust in its area;
- NHS England;
- any neighbouring HWB.

The following groups of people can also be formally consulted on the draft PNA.

- General public
- Community Pharmacy Contractor Superintendent Offices

- Local Authority area CCGs
- Neighbouring CCGs
- Local Voluntary Groups
- Scrutiny Committee
- Social services
- Key equalities groups

Consultation engagement

Key considerations

- The use of pharmacies within Bristol by residents outside of Bristol, and the use of border pharmacies by Bristol residents
- Targeting equalities groups who make use of pharmacies but can't be reached in traditional ways during the formal consultation period

There will be two phases:

Phase 1 – Questionnaire to the public and desk research

Phase 2 – formal consultation (including target groups)

Action plan Phase 1

Actions	Timescale
Public engagement report – from academic/policy literature	1 st March to 31 st March 2022
Residents / Public questionnaire	11th March to 17 th April 2022
Gather existing research and engagement outcomes	1 st March to 15 th April 2022
Consultation with Pharmacies	11th March to 15 th April 2022
Mapping of pharmacies and their services	April 2022

Analysis and drafting of PNA and Consultation documents

- Main document, questionnaire, background papers (including, consultation plan, Equalities Impact Assessment, coverage maps) on website at BCC consultation hub
- Questionnaire available on request and at key venues across the city i.e. doctor's surgeries, NHS locations
- Full version, background papers, maps available on request in paper form (printed on request)

Phase 2 – formal consultation

Actions	Timescale
Full document to be available for stakeholder consultation by 13 th June 2022	1 st March 2022 to 13 th June 2022

Promotion

- Citizens Newsletter
- Electronic Posters for display at pharmacies/doctor's surgeries, hospital receptions, community centres etc.
- Via GPs - article in patient newsletters/communications Partners to advise on deadline dates for their publications.
- Press release
- BCC website
- LMC and LPC websites
- Email to stakeholders
- Social media promotion of the consultation on BCC and partner channels
- Email to Councillors
- Email to local voluntary, health and community faith groups
- Info in BCC housing news – news in brief

Key Target Groups

- Equalities groups
- Homeless/rough sleepers
- Young People