Suggested indicative timeline for the development of the pharmaceutical needs assessment

	W/C	31-Jan	07-Feb	14-Feb	21-Feb	28-Feb	07-Mar	14-Mar	21-Mar	28-Mar	04-Apr	11-Apr	18-Apr	25-Apr	02-May	09-May	16-May	23-May	30-May	06-Jun	13-Jun	20-Jun	27-Jun	04-Jul
Governance	Invite stakeholders to join the steering group and set date of first meeting																							
	Steering group meetings to be scheduled in line with the group's wishes (suggested minimum meetings included)																							
	Delegated Authority for DPH to sign off				24-Feb								20-Apr					tbc						
	Timeline signed off at first steering group meeting.					02-Mar																		
Health needs and priorities	Obtain reference documentation eg needs assessments																							
	Obtain information on known housing development, regeneration projects or transport developments that are current or will occur within the lifetime of the pharmaceutical needs assessment																							
	Obtain any additional data																							
	Agree localities to be used at first steering group meeting																							
	Analyse data																							
Patient/public questionnaire	Agree patient/public questionnaire at first steering group meeting																							
	Upload questionnaire to online platform						11-Mar																	
	Promote questionnaire via the council's websites, communications channels and online presence, and via press release																							
	Questionnaire runs for four weeks																							
	Analysis of questionnaire responses																							
Current pharmaceutical services provision	Contractor questionnaires to be agreed at first steering group meeting					02-Mar																		
	Upload contractor questionnaires to online platform						11-Mar																	
	Contractor questionnaires open for four weeks																							
	Analyse responses																							
	Obtain dispensing data and advanced and enhanced services activity data																							
	Analyse and map service provision data																							
Synthesis and drafting	Draft overview, health needs, identified patient groups and patient/public engagement results sections of the pharmaceutical needs assessment																							
	Draft pharmaceutical services sections																							
	Undertake locality assessments																							
	Share first complete draft pharmaceutical needs assessment with the steering group																20-May							
	Steering group to review the pharmaceutical needs assessment																							
	Steering group meeting to agree changes to the pharmaceutical needs																							
	Incorporate comments from steering group																							
	Share final draft of consultation pharmaceutical needs assessment with steering group																				13-Jun			
	Submit consultation draft of PNAs to health and wellbeing board/committee/sub-committee for sign-off																							
	Pharmaceutical needs assessment signed off for consultation																				15-Jun			
Consultation	Consultation questions agreed																							
	Consultation documents drafted																							
	Liaision with council's communications teams																							
	Consultations run for 60 days																				17-Jun			
	Review consultation responses and produce first draft of consultation reports																							
	Consultation report shared with steering group																							
	Steering group to agree response to the consultations																							
	Pharmaceutical needs assessment finalised																							
	Final pharmaceutical needs assessment submitted to the health and wellbeing board for feedback																							
	Sign off by DPH to publish																							
	Final pharmaceutical needs assessment signed off by health and wellbeing board																							
	Pharmaceutical needs assessment published by 1 October 2022																							