



**Bolton Council**

**PHARMACEUTICAL  
NEEDS ASSESSMENT:  
APPENDIX 3**

**2014/15**

**CONSULTATION PLAN**

# APPENDIX 3: CONSULTATION PLAN

*Document summarising the consultation plan prior to the publication of Bolton's Pharmaceutical Needs Assessment 2014.*

This summary document aims to provide an overview of the engagement work required to facilitate the completion of Bolton's Pharmaceutical Needs Assessment (PNA) 2014.

The document will outline the plan for implementing engagement activity across the project. All proposed engagement activities are considered to fulfil the legal requirements of the communications aspect of the PNA with a view to ensuring the PNA meets the needs of the Bolton population.

## 1. Background

The Health and Social Care Act 2012 transfers responsibility for the developing and updating of PNAs to local Health and Wellbeing Boards. The NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 set out the legislative basis for developing and updating PNAs. These regulations came into force on 1<sup>st</sup> April 2013 and replace the NHS (Pharmaceutical Services) Regulations 2012 and the NHS (Local Pharmaceutical Services etc.) Regulations 2006 as the new legislative regime which governs the arrangements for the provision of these services in England.

These regulations are a consequence of the changes to the NHS architecture in England that took full effect on 1<sup>st</sup> April 2013. Most Primary Care Trust (PCT) duties and functions under the 2012 Regulations will transfer to the NHS Commissioning Board. Local Authority Health and Wellbeing Boards will take over responsibility for the development and publication of local PNAs from PCTs. PCT functions under the 2006 Local Pharmaceutical Services Regulations will transfer to the Board from the same date and these alternative procurement arrangements continue largely unchanged.

There is a legal requirement for the Health and Wellbeing Board to publish the PNA before 31<sup>st</sup> March 2015.

## 2. Planned communications

The chief aim of this summary document is to outline the scope of the formal consultations aspect of the PNA and the proposed methods that will be used to engage stakeholders and ensure the involvement of the general public and Bolton patients.

Where appropriate, it is necessary for the PNA to include input from the local general population and their representatives, local pharmacy contractors, patient services, bordering Health & Wellbeing Boards, and other key stakeholders. The complete list of who will be contacted for the formal consultation is given at the end of this document.

### Contractor survey and public survey

The views of local pharmacy contractors and the general public are to be gathered by public and pharmacy contractor surveys, conducted primarily via surveymonkey and the Bolton's Health Matters website in collaboration with the Local Pharmacy Committee. The findings of these two surveys will be analysed and published as appendices of the PNA; the key findings will be discussed in the PNA itself.

### Formal consultation

The formal consultation begins prior to final publication and involves the distribution of a draft of the final document amongst interested stakeholders. Comments will be sought based on this draft.

Once the key findings of the contractor survey and the public survey have been analysed and included in the draft PNA, a provisional draft of the full document will be proposed to the Health & Wellbeing Board as suitable for consultation. The consultation will proceed via the channels included at the end of this document.

The formal consultation will begin on 27<sup>th</sup> October 2014 and will run for 60 days.

## 3. Key outcomes

To gather constructive comments and feedback from a range of interested parties on what is contained in Bolton's PNA 2014.

To identify and consider what the local population of Bolton's needs and views are concerning local pharmaceutical provision.

To encourage the local population to be involved in identifying gaps in local services and provide the opportunity for their voice to contribute to the PNA.

To ensure compulsory audiences as well as other key internal/external stakeholders are able to contribute to the PNA.

## 4. Compulsory stakeholders for the formal consultation

The National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 tell us that the following are compulsory stakeholders for the formal consultation. These are compulsory and MUST be consulted on the draft of the PNA.

### Consultation on pharmaceutical needs assessments

“8.—(1) When making an assessment for the purposes of publishing a pharmaceutical needs assessment, each HWB (HWB1) must consult the following about the contents of the assessment it is making—

- (a) 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);
- (b) 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);
- (c) any persons on the pharmaceutical lists and any dispensing doctors list for its area;
- (d) any LPS chemist in its area with whom the NHSCB has made arrangements for the provision of any local pharmaceutical services;
- (e) 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;
- (f) any NHS trust or NHS foundation trust in its area;
- (g) the NHSCB;
- (h) any neighbouring HWB.”

It is a local decision as to whom else to contact and the following page provides an indicative table showing the additional proposed contacts for Bolton’s consultation.

## 5. Budget

Budget responsibility lies with Bolton Public Health Department.

## 6. Evaluation

A report will be drafted based on the results of the formal consultation which will include analyses of feedback received and findings will be used to update the final draft of the PNA prior to publication.

| Identified local stakeholders  |  |  |         |            |
|--|--|--|---------|------------|
| Stakeholder  | Channel  | Detail   | Cost    | Notes      |
| Local Pharmaceutical Committee   | Local Pharmaceutical Committee secretary   | Draft presented to Local Pharmaceutical Committee  | No cost | Compulsory |
| Local Medical Committee  | Local Medical Committee  | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| Pharmacy contractors (inc. dispensing doctors and appliance and distance selling pharmacies) | Local Pharmaceutical Committee secretary   | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| LPS pharmacy contractors   | Local Pharmaceutical Committee secretary   | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| Healthwatch  | Healthwatch Manager  | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| NHS Bolton Clinical Commissioning Group  | Primary Care Public Health Specialist  | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| Royal Bolton Foundation Trust  | Head of Communications   | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| Greater Manchester West Mental Health Trust  | Senior Director  | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| NHS Commissioning Board  | Greater Manchester Local Area Team   | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| Bolton Health & Wellbeing Board  | Health and Wellbeing Board secretary   | Draft presented to Health & Wellbeing Board  | No cost | Compulsory |
| Neighbouring Health & Wellbeing Boards   | Health and Wellbeing Board secretary   | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost | Compulsory |
| Local Health Overview and Adult Social Care Scrutiny Committee                               | Committee Administrator  | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost |            |
| Local voluntary, health, and community groups  | Bolton's Health Matters e.g. CVS, CAB  | Send electronic link to copy of draft PNA and online response form on Bolton's Health Matter's website | No cost |            |
| General public   | E-Panel (Consultation and Research Team)   | Public survey  | No cost |            |
|  | ETAGS  | Public survey  | No cost |            |
|  | Bolton's Health Matters Twitter  | Public survey  | No cost |            |
|  | Link on relevant webpages and Council's website (Consultation and Research Team) | Public survey  | No cost |            |
|  | Council press office   | Short press release with link to public survey   | No cost |            |