

Appendix Two – Terms of Reference

Name of Committee	Pharmaceutical Needs Assessment (PNA) Steering Group
Connectivity Reports to	Updates to the Health and Wellbeing Board (HWB) via the HWB Lead/HWB PNA Champion
Bodies reporting to this Group	None
Chair	Senior Medicines Optimisation Pharmacist
Membership	<p>Representatives from the Greater Manchester Shared Services (GMSS) including:</p> <ul style="list-style-type: none">• Senior Medicines Optimisation Pharmacist• Project Support Officer <p>Representatives from Manchester City Council</p> <p>Representatives from North, Central and South Manchester CCGs</p> <p>NHS England Representative</p> <p>LPC Representative</p>
Function of Committee	<ul style="list-style-type: none">• To develop a PNA for Manchester HWB that fulfills the statutory requirements specified in 'The National Health Service (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013.• To identify and report any risk to the HWB that might jeopardise the successful completion of the above.
Responsibilities/Actions	GMSS will lead the development of the PNA and may ask for support from all stakeholders during the process with regards to reviewing specific areas.
Outputs of the Group	To produce a Pharmaceutical Needs Assessment for Manchester HWB.
Frequency of Meetings	It is envisaged that the group will 'meet' both electronically and in person as often as required to ensure successful completion of the PNA.