

NHS Ayrshire & Arran



Meeting: Ayrshire and Arran NHS Board

Meeting date: Monday 17 August 2020

Title: Pharmacy Practices Committee – Arrangements for Applications for Minor Relocations

Responsible Director: Eddie Fraser, Director of East Ayrshire Health and Social Care Partnership

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1. Purpose

This is presented to the Board for:

- Decision

This paper relates to:

- Legal requirement
- Local policy

This aligns to the following NHS Scotland quality ambition(s):

- Effective

2. Report summary

2.1 Situation

The Pharmacy Practices Committee (PPC) is a devolved decision making Committee of the Health Board. This Committee decides on applications received for proposed new Community Pharmacies in the area.

At its meeting on 24 August 2005 the NHS Board agreed that in addition to the main function of the PPC in considering new applications the function of determining applications for minor relocations of pharmacy premises should be delegated to the PPC under the provisions of Regulation 8 of the National Health Service (Health Boards Membership, Procedure and Payment of Subscriptions)(Scotland) 1975.

This process is overly bureaucratic and would benefit from a change of procedure for applications for minor relocations of community pharmacies. The proposed change in procedure would also bring the Board into line with how other areas deal with applications for minor relocations of community pharmacies.

2.2 Background

The National Health Service (Pharmaceutical Services) (Scotland) Regulations 2009 require the Board to establish a Pharmacy Practices Committee and also outline the process to be followed by the Board for applications from community pharmacies to relocate their premises..

These Regulations define a minor relocation as one where *there is no interruption to service provision and where there will be no significant change in the neighbourhood population in respect of which pharmaceutical services are provided by the applicant and other circumstances are such that there will be no significant effect on the pharmaceutical services provided by the applicant or any other person whose name is included in the pharmaceutical list of the Board.* To fulfil this requirement the Board seeks the view of the Area Professional Pharmaceutical Committee and the Director of Pharmacy as directed by the Regulations.

2.3 Assessment

Currently applications for minor relocations are referred to the PPC for a decision along with the advice received from the Professional Committee and Director of Pharmacy. In some cases the application can be for a pharmacy proposing to relocate to premises next door to their current premises or further along the same street in a village or small town. This means that the PPC sits to consider one minor application which usually takes about 15 to 30 minutes but for which the Board will receive claims for locum pharmacists to cover the costs the pharmacy members have incurred to attend and expenses claims from lay members. It also seems excessive to ask lay members who give up their time freely to attend for such a short meeting.

The PPC Chair is content that applications for non contentious minor relocations, i.e. relating to adjoining or nearby premises should be decided by the Chair while the Chair will retain the authority to call a meeting of the PPC should s/he feel that the application is contentious for whatever reason.

2.3.1 Quality/patient care

Under the current process the applicant wishing to relocate has to wait until a PPC can be convened for a final decision which in most cases results in them incurring rental charges for the new premises as well as their current premises, which is not the most efficient service that we could provide.

2.3.2 Workforce

This proposal has no direct impact on workforce other than relieving the staff who deal with these applications of some administrative tasks.

2.3.3 Financial

A small amount of money would be saved from the expenses incurred in holding a meeting of the PPC – this could be anything in the region of approximately £500 depending on venue, which members attend and how much their travelling and/or locum expenses will be.

2.3.4 Risk assessment/management

Risk assessment is not required as this is a change to an administrative process.

2.3.5 Equality and diversity, including health inequalities

Equality Impact assessment is not required as this is a proposed change to process only. Therefore no assessment has been carried out.

2.3.6 Other impacts

This proposed change will impact on **Best value** - Use of resources.

If this proposal is agreed by the NHS Board then there will be time savings for both staff and for the applicant in receiving a decision on his/her application. Also there will be a small financial saving.

2.3.7 Communication, involvement, engagement and consultation

The Board has carried out its duties to involve and engage external stakeholders where appropriate:

- A meeting has taken place with the Chair of the PPC, who is in agreement with the proposed change as outlined in section 2.3 above.

2.3.8 Route to the meeting

This proposal has not been previously considered by any other groups as part of its development as the PPC is a directly devolved decision making Committee of the Board.

2.4 Recommendation

Decision – The NHS Board is asked to approve the proposal in this paper to change the process for applications for minor relocations of community pharmacies to be decided by the Chair of the PPC on the basis of the professional advice received with the option for the Chair to establish the PPC is s/he feels this is required in relation to an application which could be considered to be contentious on the basis of the professional advice received.