

Appendix 1 – Data Collection, Report Preparation and Consultation

6.1. Data collection:

- 6.1.1 COMPLETED: Pharmacy Contractor questionnaires: An online pharmacy contractor questionnaire was finalised and agreed by the Steering Group. It was sent to all pharmacies in Barking and Dagenham for completion. The LPC supported this work, encouraging pharmacists to complete the survey.
- 6.1.2 COMPLETED: Pharmacy user/ resident survey: A survey was agreed and finalised by the Steering Group. Paper copies (approved by LBBB) were sent out for distribution through all pharmacies, GP Practices, libraries and Leisure Centres in Barking and Dagenham. The online survey has also been distributed through Barking and Dagenham HealthWatch.
- 6.1.3 COMPLETED: Commissioner Survey: Sent to Barking and Dagenham CCG, LBBB, and NHSE.
- 6.1.4 COMPLETED: Background report collection: Background reports and copies of plans for the work have been submitted by the Barking and Dagenham CCG, LBBB Housing team and other departments as were requested.

6.2 Report Preparation

- 6.2.1 COMPLETED: New draft Barking and Dagenham PNA Report: The new draft Barking and Dagenham Pharmaceutical Needs Assessment was completed in December 2014. The full report and also summary report were available to view/ download via the LBBB website.

6.3 Consultation

- 6.3.1 COMPLETED: The mandatory consultation is a minimum 60 days long. It started on 19 December 2014 and closed on 1 March 2015.

The Consultation has included the following elements:

- E-mailed PNA and online survey questionnaire to all mandatory consultees (including pharmacists and neighbouring Health and Wellbeing Boards) (December 2014)
- Consultation documents and questionnaire available through the London Borough of Barking and Dagenham website consultation page (December 2014)
- Paper summary report and survey questionnaires sent to all Barking and Dagenham pharmacies (December 2014)
- Paper summary report and survey questionnaires sent to all Barking and Dagenham GP practices (December 2014)

A timeline for the delivery of the PNA was agreed by the Board; it was agreed that due to the necessary consultation period and the need to

complete the PNA by 31 March 2015 the Board would complete the sign off of the new Barking and Dagenham Pharmaceutical Needs Assessment at its 17th March 2015 meeting.