NHS Dumfries & Galloway is currently in discussion with Dalston Pharmacy Ltd who wishes to open a new community pharmacy at 2-3 High Street, Moffat, DG10 9ET.

Before Dalston Pharmacy Ltd submits a formal application, this joint consultation exercise is being carried out to seek the views of people local to the proposed premises, or those who might use the proposed new pharmacy.

The consultation aims to measure opinion on current access and adequacy of provision of pharmaceutical services in the ‘neighbourhood’ where the premises are situated. The consultation is aimed at gauging the level of public support for this proposal.

To take part in the consultation, please complete the Pharmacy Consultation Questionnaire provided overleaf.

A full explanation of the pharmacy application process is provided as an attachment to the questionnaire and is also available on Board's website at:

http://nhsdumfries.clients.civiccomputing.com/Departments_and_Services/Community_Services/New_Pharmacy_Applications
Joint Public consultation for new community pharmacy

Questionnaire

Your comments are invited in respect of the following questions. Please tick the box for your answer and offer an explanation as appropriate.

Dalston Pharmacy Ltd have proposed that the neighbourhood is defined as the DG10 postcode area with boundaries of Newton Whamphray in the south, heading north east to Grey Mares Tail, then west to Nether Howcleugh and to the west side of Daer Resevoir.

The map below details the proposed neighbourhood of the pharmacy.
The map below details the **proposed** location of the pharmacy in Moffat town centre.
1. Do you think the area highlighted in the above map describes the ‘neighbourhood’ where the **proposed** pharmacy is situated?

- [ ] Yes  
- [ ] No  
- [ ] Don’t Know

*Please explain your answer:*

2. Do you think the location of the **proposed** premises will provide adequate access to pharmaceutical services in and to the ‘neighbourhood’?

- [ ] Yes  
- [ ] No  
- [ ] Don’t Know

*Please explain your answer:*

**EXISTING PHARMACEUTICAL SERVICES**

3. Do you think that the following **existing** pharmaceutical services currently being provided in the neighbourhood are adequate?

<table>
<thead>
<tr>
<th>Pharmaceutical services</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispensing of NHS prescriptions with reasonable promptness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply of medicines under the Minor Ailment Service</td>
<td></td>
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<tr>
<td>National Pharmaceutical Public Health Services including smoking cessation and supply of emergency hormonal contraception</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Medication Service – for people with long term conditions</td>
<td></td>
<td></td>
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<tr>
<td>Substance Misuse Services</td>
<td></td>
<td></td>
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<tr>
<td>Stoma Service - appliance supply for patient with a colostomy or urostomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unscheduled Care - urgent health matters / supply of emergency prescription medicines</td>
<td></td>
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</tr>
</tbody>
</table>
**PROPOSED PHARMACEUTICAL SERVICES**

4. Do you think that the following pharmaceutical services being **proposed** for the new pharmacy are required within this neighbourhood?

<table>
<thead>
<tr>
<th>Pharmaceutical services</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

5. Do you think the **proposed** opening hours are appropriate?

**Pharmacy opening hours**
- Monday: 8.45 am – 5.45 pm
- Tuesday: 8.45 am – 5.45 pm
- Wednesday: 8.45 am – 5.45 pm
- Thursday: 8.45 am – 5.45 pm
- Friday: 8.45 am – 5.45 pm
- Saturday: 9.00 am – 4.00 pm
- Sunday: Closed

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Don't Know</th>
</tr>
</thead>
</table>

*Please explain your answer:*

6. Do you think there are other NHS services that the **proposed** pharmacy should consider providing?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Don't Know</th>
</tr>
</thead>
</table>

*Please explain your answer:*
7. In your opinion would the **proposed** application **help** other healthcare providers to work closer together i.e. GPs, community nursing, other pharmacies, dentists, optometrists and social services?

☐ Yes  ☐ No  ☐ Don't Know

*Please explain your answer:*


8. In your opinion would the **proposed** application **impact** on other healthcare providers i.e. GPs, community nursing, other pharmacies, dentists, optometrists and social services?

☐ Yes  ☐ No  ☐ Don't Know

*Please explain your answer:*


9. Do you support the opening of a **new pharmacy being proposed at 2-3 High Street, Moffat, DG10 9ET**?

☐ Yes  ☐ No  ☐ Don't Know

*Please explain your answer:*


10. Respondent Information

☐ I am an Individual

☐ I am a Group or Organisation

11. Contact Information - this section is optional and you may remain anonymous if you prefer:

Name _______________________________  Address _______________________________

Email Address _______________________________  Town _______________________________

Postcode _______________________________
12. Data Protection

Where contact information is provided, responses will be made available in the Consultation Analysis Report on the following basis:

- Yes, make my responses, name and address available
- Yes, make my responses and name available, but not my address
- Yes, make my response available, but not my name or address

For postal responses please use: The freepost envelope provided to:

Primary Care Development, NHS Dumfries & Galloway, Logan East, Crichton Hall, Dumfries, DG1 4TG

Alternatively, you can e-mail your response to: dumf-uhb.pcd@nhs.net

ALL COMPLETED FORMS MUST BE RETURNED

BY 5.00 PM ON 16 DECEMBER 2015

Thank you for taking part in this joint public consultation.
Pharmacy Applications

What is a New Pharmacy Application?

NHS pharmaceutical services can only be provided to the public with the permission of the Health Board (HB). The process for applying for a new pharmacy contract is governed by **Pharmaceutical Regulations**.

Any pharmacist or company who wants to open a new pharmacy must submit an application to join the HB’s Pharmaceutical List and applications can only be made by certain categories of people (the **Medicines Act** describes these categories). Potential applicants to the pharmaceutical list approach the HB about opening a pharmacy or relocating an existing pharmacy; the HB does not proactively seek applications.

Before an application can be submitted and processed for consideration, there are two important stages for the potential Applicant and the HB to work through together. These are: the Pre-Application Stage and the Joint Consultation process.

**The Pre-application Stage**

The aim of this stage is to make sure that the potential applicant and the HB engage with each other at the earliest opportunity. The current pharmacy regulations require the potential applicant and HB to meet to discuss the case for the **proposed** new pharmacy, or certain **relocations** of existing pharmacies.

There is no pre-judgement of the success or otherwise of the proposed application. The HB representatives involved remain strictly neutral throughout the whole pre-application process. The decision on whether a new pharmacy should be established is taken by a special committee of the HB known as the Pharmacy Practices Committee (PPC).

Before the Pre-application meeting takes place the potential applicant provides information to the HB including the neighbourhood where their **proposed** premises are located, the intended opening times and the pharmaceutical services they intend to provide. This information allows the discussion to focus on areas which will allow the potential application to make an informed decision on whether to proceed with their proposal. If they do, the potential applicant and HB will meet again to develop a joint public consultation.
A joint public consultation exercise is undertaken to seek the views of the local population which would be served by the proposed pharmacy and to gauge support for the new pharmacy opening or one seeking to relocate its premises, unless this is a minor relocation.

The public consultation is a very important part of the pre-application process as it allows the HB and potential applicant to assess the opinion of residents on whether they currently have access to the level of pharmacy services that the potential applicant intends to provide within their neighbourhood, and to establish the level of support of residents within that neighbourhood.

The consultation lasts 90 working days and it is important that people respond within this timescale so that their views can be included in the Consultation Analysis Report which is then presented to the PPC who take the contents into account when the application is considered.

The exercise is jointly agreed between the potential applicant and the HB and may be different in each pharmacy application depending on local circumstances and individual potential applicants.

NHS Dumfries & Galloway have developed a “core” exercise which it will use as a basis for all consultations. This includes consultation with:

- The population within the area around the premises.
- All elected representatives within the neighbourhood: local councilors, MPs, and MSPs of the area where the proposed premises will be situated;
- the relevant Community Council(s) serving the area of the proposed pharmacy location; and
- Relevant voluntary and 3rd Sector organisations existing in or providing services to residents within the area surrounding the proposed premises.

The pharmacy regulations require the process to advertise the potential applicant’s intention to open a new pharmacy in the newspaper most likely to have the highest circulation in the neighbourhood of the proposed pharmacy.

When an existing pharmacy is seeking to relocate (where it is not a minor relocation), a poster is displayed within the existing pharmacy premises.
Both the advert and poster give details on how people can take part in the relevant consultation exercise by either visiting NHS D&Gs public website or have a paper copy posted to them if they prefer.

The pharmacy regulations set out a minimum list of points that the joint consultation must seek views on. These are: the NHS pharmaceutical services to be provided, any perceived gaps in the existing pharmacy provision, the impact on other NHS services in the neighborhood and, the level of support for the application by the local community.

The joint consultation process may seek views on additional issues, depending on the circumstances.

**Joint Consultation Analysis**

Following the end of the consultation period the HB and potential applicant will meet again and to produce a factual consultation analysis report (CAR). The CAR contains details on how the consultation was undertaken, the list of questions asked and responses to them, the number and category of respondents; and the level of support of residents in the **proposed** neighbourhood.

At this point the potential applicant will decide if they wish to proceed to a formal application. If the potential applicant decides not to go ahead with the application, the process will end and notification to this effect will be posted on the HB’s website.

If the potential applicant chooses to proceed, the CAR is included in the papers provided to the PPC when they meet to consider the application. The PPC will take into account the information contained within the CAR and demonstrate this within its decision making.

**This is why it is important that people respond to a consultation within the advertised time period as it is vital that potential users of, or those who may be affected by the possible service, submit their views (positive or negative) regarding any proposals in response to the public consultation questionnaire.**

**The Application Process**

When the applicant submits their formal application, the HB checks it to make sure it complies with the requirements of the regulations.

The application is then subject to a second consultation process which includes the views of the existing pharmacy contractors in the area, **the Area Medical Committee, Area Pharmaceutical Committee**, and the **nominated community representative**.

Notice is also given to any neighbouring HB whose boundary is within two kilometres of the **proposed** premises. This consultation lasts for 30 days.
The PPC

After this consultation, the application is considered by the PPC which decides if an application is successful or not. The PPC is made up of seven members:

- Chair (non Executive member of the HB);
- 3 lay members (nominated by the HB);
- 1 non contractor pharmacist member (nominated by the Area Pharmaceutical Committee); and
- 2 contractor pharmacist members (nominated by the Area Pharmaceutical Committee).

The PPC normally hold an oral hearing to consider the application. The applicant attends this hearing along with anyone consulted during the second consultation exercise and who wrote to the HB about the application.

The PPC applies the statutory test to decide whether granting the application would be “necessary or desirable in order to secure adequate provision of pharmaceutical services in the neighbourhood in which the premises are located by persons whose names are included in the pharmaceutical list”.

In order to apply this test the PPC will give consideration to a range of factors including (but not restricted to):

- What are the boundaries of the neighbourhood (the local area) surrounding the proposed pharmacy premises location.
- What pharmaceutical services are currently provided to/within that neighbourhood by existing community pharmacies.
- The content of the HB’s Pharmaceutical Care Services Plan which is available on http://www.nhsdg.scot.nhs.uk/About_Us/Publications/Files/Pharmaceutical_Care_Services_Plan_2015.pdf
- The content of the Consultation Analysis Report.
- Representations received during the second consultation exercise.
- The likely long term sustainability of the pharmaceutical services proposed by the applicant.
Consideration of the factors outlined above will allow the PPC to determine:

- Whether the current provision of pharmaceutical services to/within the neighbourhood is adequate.
- If the current provision is not adequate, whether it is necessary to grant the application in order to secure an adequate pharmaceutical service within the neighbourhood.
- If the current provision is not adequate, whether it is desirable to grant the application in order to secure an adequate pharmaceutical service within the neighbourhood.

There are no set criteria to define each factor. It is the role of the PPC as an expert panel to base its decision on the information available to it as well as presented during the hearing.

Once a decision is reached it is notified in accordance with the regulations and the minute of the hearing published on the HB’s public website, which is available on this web page via the links on the left of this page organised by year.

Whilst the decision of the PPC can be appealed the persons who can appeal are limited to the applicant and those parties consulted and who responded during the second consultation exercise.

Your Response

If you participate in the public consultation exercise your response will be included in the CAR, which is shared with all parties in the application process. You will be given the opportunity to specify the level of personal information disclosed and shared.

Further Information

If you want further information on the processes involved please contact:

Mrs Shiona M Burns  
Primary Care Development Administration Manager  
for Annandale, Eskdale, Upper Nithsdale and Dumfries  
Primary Care Development  
NHS Dumfries & Galloway  
Logan East, Crichton Hall  
Bankend Road  
Dumfries  
DG1 4TG  
Tel: 01387 244371  
Email: shiona.burns@nhs.net