Indicative timeline for the development of the Wiltshire pharmaceutical needs assessment 2025

Week		30/09/24	07/10/24	14/10/24	21/10/24	28/10/24	04/11/24	11/11/24	18/11/24	25/11/24	02/12/24	09/12/24	16/12/24	23/12/24	30/12/24	06/01/25	13/01/25	20/01/25	27/01/25	03/02/25	10/02/25	17/02/25	24/02/25	03/03/25	10/03/25	17/03/25	24/03/25	31/03/25	07/04/25	14/04/25	21/04/25	28/04/25	05/05/25	12/05/25	19/05/25	26/05/25	02/06/25	09/06/25	16/06/25	23/06/25	30/06/25	07/07/25	14/07/25	21/07/25	28/07/25	04/08/25	11/08/25	18/08/25	25/08/25	01/09/25
Governance	Invite stakeholders to join the steering group and set date of first meeting																																																	
	Steering group meetings to be scheduled in line with the group's wishes (suggested minimum meetings included)																																																	
	Timeline signed off at first steering group meeting.																																																	
	Board meetings (schedule board update reports as required)																																																	
Health needs and priorities	Obtain reference documentation eg needs assessments																																																	
	Obtain information on known housing development, regeneration projects or transport developments that are current or will occur within the lifetime of the pharmaceutical needs assessment																																																	
	Obtain any additional data																																																	
	Agree localities to be used at first steering group meeting																																																	
	Analyse data																																																	
Patient/public questionnaire	Agree patient/public questionnaire at first steering group meeting																																																	
	Upload questionnaire to online platform																																																	
	Promote questionnaire via the council's websites, communications channels and online presence, and via press release																																																	
	Questionnaire runs for four weeks																																																	
	Analysis of questionnaire responses																																																	

Current pharmaceutical services provision	Contractor questionnaires to be agreed at first steering group meeting																																																	
	Upload contractor questionnaires to online platform																																																	
	Contractor questionnaires open for four weeks																																																	
	Analyse responses																																																	
	Obtain dispensing data and advanced and enhanced services activity data																																																	
	Analyse and map service provision data																																																	
Synthesis and drafting	Draft overview, health needs, identified patient groups and patient/public engagement results sections of the pharmaceutical needs assessment																																																	
	Draft pharmaceutical services sections																																																	
	Undertake locality assessments																																																	
	Share first complete draft pharmaceutical needs assessment with the steering group																																																	
	Steering group to review the pharmaceutical needs assessment																																																	
	Steering group meeting to agree changes to the pharmaceutical needs assessment																																																	
	Incorporate comments from steering group																																																	
	Share final draft of consultation pharmaceutical needs assessment with steering group																																																	
	Submit consultation draft of PNAs to health and wellbeing board/committee/sub-committee for sign-off																																																	
	Pharmaceutical needs assessment signed off for consultation																																																	
Consultation	Consultation questions agreed																																																	
	Consultation documents drafted																																																	
	Liaision with council's communications teams																																																	
	Consultations run for 60 days																																																	
	Review consultation responses and produce first draft of consultation reports																																																	
	Consultation report shared with steering group																																																	
	Steering group to agree response to the consultations																																																	
	Pharmaceutical needs assessment finalised																																																	
	Final pharmaceutical needs assessment submitted to the health and wellbeing board																																																	
	Final pharmaceutical needs assessment signed off by health and wellbeing board																																																	
	Pharmaceutical needs assessment published by 1 October 2025																																																	