

PUBLIC HEALTH REFORM OVERSIGHT BOARD (Paper 1.4)

OUTLINE PROGRAMME TIMETABLE

PUBLIC HEALTH REFORM OVERSIGHT BOARD

	2/17	3/17	4/17	5/17	6/17	7/17	8/17	9/17	10/17	11/17	12/17	1/18	2/18	3/18	4/18	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	
PHROB					◆			◆				◆			◆				◆					◆				◆

NATIONAL PRIORITIES

Strategy					Develop Business Case																							
Priorities					Draft		Consult / Engage			Agree																		

PUBLIC HEALTH SCOTLAND (PHS)

Design					Discovery	Business model	Design																					
Impact					Consult ?			Impact assessments																				
Legislate												Draft	Lay and make															CIF
Appoint													Draft and clear		Appt Process			Chair	Board	CE								Write
Transition												Transition programme																
Corporate														Draft corporate documents								Sign off		Write				
Comms					Staff meetings		Ext. engagement	Staff comms					Staff comms	Ex. engagement							Intensive comms			Press				
Go live																												Vest

LOCAL / REGIONAL PARTNERSHIPS

Regional																													Begin Discussions on regionalisation
Support																													

Activities	Description
Develop and Agree National Strategy	Series of fact-finding events, negotiations with partners, working groups and re-iterative drafts – assurance through Oversight Board and seeking agreement with partners and Ministers
Agree Priorities	As part of agreeing strategy, and including responses from consultation, priorities should be identified and agreed with partners and cleared by Ministers
Discovery	Fact-finding and scoping current business models, relationships, complement, resources, statute, practices, corporate and governance structures, codes and policies (e.g. HR, ICT). This includes identifying partners – CPP, IJB, local government, third sector, social enterprise etc
Business model	Developing and testing potential business models for new body as the basis for design. This includes on-going negotiation with key partners
Design	Designing corporate, governance & accountability, structure, location, systems, policies etc to be able to deliver strategy, and taking into account flexibility to work with partners and across regional geographies
Consult	May not be required – but could be helpful for impact assessments and legislation
Impact assessments	BRIA, HIIA, CRWIA, SEA, EIA etc – some are signed by Ministers and published, others not
Draft SSI	Include partners to ensure best possible accountability model
Lay and make SSI	Affirmative procedure – 54 days including DPLRC, Finance and Health & Sport
Coming into force date	Decide on date – could be at end of process or earlier if required for signing agreements
Draft and clear appointment plan	Seek clearance on overall timetable, role specification, code coverage (or not) and job advert. Will involve discussion with key partners to ensure fit-for-purpose
Appointment process	Standard 6-month process
Appoint shadow chair	Aim to get Chair in first
Appoint shadow board	Other members can follow Chair
Appoint Chief Executive	Chair should be involved in final stage of Chief Executive appointment (although first appointment will be made by Ministers)
Write to members and CE	If PHS has operated in shadow before, a formal letter will be required for go-live day
Draft corporate documents	Draw up draft Framework Document, Corporate and Business Plan, Risk Register, Code of Conduct and Concordat/Agreement with key Partners. Other corporate docs will also be required – e.g. publication scheme, or standing orders for board meetings etc
Sign off documents and agreements	Once board is in place the redrafting/amending and then sign-off of these corporate documents and Concordats/Agreements with key partners
Transition programme	The transition programme implements the decisions made at the design stage. Transition teams in each organisation would focus on ensuring the smooth transfer of their functions, needs, support, resources and staff to the new body. The central programme teams will develop a timed and agreed programme of activity to make sure adequate systems, support, training and resources are in place in the new body for the transfer into it from the current organisations. Preparations will cover: corporate systems (ICT, digital, accommodation, finance, procurement, banking and accounting, HR etc); governance and accountability (reporting and performance structures etc); relationship management & external engagement; and strategy development & delivering priorities. Important to recognise that transition arrangements extend well beyond vesting day to endure hand-over and transfer is complete and trouble-free bedding in.
Communications	Ideally formal staff sessions at regular intervals as well as on-going news updates and bullet-ins. Sessions should also be staged for external partners. Employee representative bodies involved throughout.
Begin regionalisation	Building on discovery, business model and consultation, discussions for 2020 and beyond on local and regional application should begin in late 2018
Support	Support Oversight Board and all individual projects throughout the process