

Scottish Directors of

Public Health



Terms of Reference

Protecting Health Commission Project Board

A large, light blue decorative graphic consisting of two curved, overlapping shapes that resemble a stylized wave or a pair of parentheses, positioned horizontally across the lower half of the page.

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1. Name of Group
Protecting Health Commission Project Board (PHCPB)
2. Purpose of group
On behalf of National Services Scotland (NSS) and the Scottish Directors of Public Health Group to oversee and deliver the “Protecting Health Commission” issued by the Scottish Government and Cosla by undertaking work to describe and produce options for delivering a strong, effective, forward looking Health Protection domain at national level within the new public health body; and in turn, describe how this will support and enable activities at the regional and local level across the wider Scottish public health system.
3. Role and Remit of group
<p>The PHCPB is the decision making body responsible for the delivery of this commission. It will work with a Strategic Advisory Group comprising key stakeholder representatives, and draw on a wider Stakeholder Reference Network.</p> <p>The PHCPB is required to consult the Strategic Advisory Group throughout the development of each deliverable and before submitting any deliverable to the Scottish Government and Cosla Public Health Reform Team.</p> <p>The PHCPB will engage with the Stakeholder Reference Network to ensure appropriate stakeholder/ customer engagement.</p> <p>The PHCPB is responsible for the tasks listed below:</p> <ol style="list-style-type: none"> 1. Leadership of the commission including setting and oversight of the nature and scope of the work required to respond to the commission and the time required to achieve the desired objectives. 2. Ensure that the objectives set for the commission are achieved in a collaborative and transparent manner. 3. Develop all deliverables documentation, via a mechanism that ensures genuine and appropriate consultation takes place and to respond responsibly to feedback received. 4. Take into account all relevant supporting work including the blueprint for Public Health Reform and the public health priorities. 5. Ensure that the deliverables are achieved in a timely manner. 6. Report progress on a monthly basis to the NSS PHI Strategic Governance Group, the NSS enabling the Public Health Body Programme Board, the Scottish Government and Cosla Public Health Reform Team, Scottish Directors of Public Health Group and stakeholder groups. 7. Develop and agree a project plan and seek approval for any deviations from the SG PHR team. 8. Ensure that the risks are being tracked and managed effectively. 9. Authorise submission of the deliverables and project closure.

4. Membership

Name	Role	Responsibilities
Kate Harley Associate Director Health Protection, NSS	Co-Chair & NSS lead	<ul style="list-style-type: none"> • With DPH lead, responsible owner for the commission and accountable for all deliverables • Co - Chair meetings of the protecting health commission project board and the Strategic Advisory Group (SAG) • Maintain momentum on project • Identify risks/issues/exceptions in a timely manner and mitigate them • Share successes/learning • Report progress to the NSS ePHB Programme Board and the PHR project team • Accountable for the delivery of the PHR project objectives and deliverables • In partnership with DPH lead, provides clear leadership and direction to the PHCPB, SAG and Stakeholder Reference Network (SRN) • Enable the Project Board's work, through collating advice and representing colleagues
Andrew Fraser Scottish Directors of Public Health Group	Co-Chair & DPH lead Subject matter expert	<ul style="list-style-type: none"> • With NSS lead, responsible owner for the commission and accountable for all deliverables • Co - Chair meetings of the protecting health commission project board and the Strategic Advisory Group (SAG) • Maintain momentum on project • Identify risks/issues/exceptions in a timely manner and mitigate them • Share successes/learning • Report progress to the DPHs, stakeholder groups and the PHR project team • Accountable for the delivery of the PHR project objectives and deliverables • In partnership with NSS lead, provides clear leadership and direction to the PHCPB, SAG & SRN • Enable the Project Board's work, through collating advice and representing colleagues
Chris McVey Service Manager Health Protection Scotland	Operational lead for Health Protection Scotland staff and services	<ul style="list-style-type: none"> • Support Co-Chairs to deliver Commission • Support members of the PHCPB to deliver its objectives • Supports the programme's vision • Provide professional advice and support • Provide information on existing health protection arrangements • To participate in engagement events as required. • Enable the Project Board's work, through collating advice and representing colleagues

Clinical Director HPS	Provide national PH medicine perspective	<ul style="list-style-type: none"> • Provides PH medicine expertise • Supports co-chairs to deliver the commission • Provide information on existing health protection arrangements • To participate in engagement events as required. • Enable the Project Board's work, through collating advice and representing colleagues
CPHM	Provide Health Board PH/ Health Protection perspective	<ul style="list-style-type: none"> • Provides PH medicine expertise • Supports co-chairs to deliver the commission • Provide information on existing health protection arrangements • Participate in engagement events, co-ordinating constructive input. • Ensure strong linkages with PH professional groups of several disciplines • Enable the Project Board's work, through collating advice and representing colleagues.
Cosla - Cosla to be asked 1) about membership and 2) relevant professional discipline	Provide local government perspective	<ul style="list-style-type: none"> • Provides local government expertise • Supports co-chairs to deliver the commission • Provide information on existing health protection arrangements • To participate in engagement events as required. • Enable the Project Board's work, through collating advice and representing colleagues
Healthcare/Public health Scientist	Provide PH scientist and HPS perspective	<ul style="list-style-type: none"> • Provides scientific expertise • Supports co-chairs to deliver the commission • Provide information on existing health protection arrangements • Participate in engagement events as required. • Ensure strong linkages with PH professional groups of several disciplines • Enable the Project Board's work, through collating advice and representing colleagues
Jacqui Reilly Interim NSS Nurse Director & Lead Consultant, ARHAI, Health Protection Scotland	Provide Health Protection nursing perspective	<ul style="list-style-type: none"> • Provides nursing expertise • Supports co-chairs to deliver the commission • Provide information on existing health protection arrangements • To participate in engagement events as required. • Ensure strong linkages with PH professional groups of several disciplines • Enable the Project Board's work, through collating advice and representing colleagues
Generic Consultant in Public Health		<ul style="list-style-type: none"> • Provides generic PH expertise • Supports co-chairs to deliver the commission • Provide information on existing health protection arrangements • To participate in engagement events as required. • Ensure strong linkages with PH professional groups of several disciplines • Enable the Project Board's work, through collating advice and representing colleagues
Staffside representative	at later date once scenarios are evolving	<ul style="list-style-type: none"> •

Representatives from HR, finance, IT will be asked to attend PHCPB meetings as required.

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Group membership may be modified during the course of the project as appropriate. Other relevant organisations and groups will be consulted, or co-opted, as the work of the Group progresses e.g. Staff side, related professional disciplines, specialist trainees, NHS 24, Board HR Departments, NHS Resilience, Centre for Radiation, Chemical and Environmental Hazards (CRCE) etc.

The PHCPB will be supported by a project management team as follows:

Safia Qureshi Programme Director, NSS	Programme Management	<ul style="list-style-type: none"> • Provide support to the PHCPB to achieve its goals • Responsible for the planning and monitoring progress • Managing and resolving risks and issues, escalating where appropriate • Ensuring the delivery of the products meets the programme requirements and is to the appropriate quality, on time and within budget • Responsible for deliverable 7
Gillian Burns, Project Manager, PgMS	Project Manager	<ul style="list-style-type: none"> • Coordinates the delivery of the project team's objectives and deliverables • Provide project management expertise including day to day management • Support the planning and designing of the programme and proactively monitoring its overall progress • Managing and resolving risks and issues on an operational level, escalating where appropriate • Ensuring the delivery of the products or services from the projects meets the programme requirements and is to the appropriate quality, on time and within budget • Support the management of communications with stakeholders • Responsible for deliverable 7
Lauren Fairley, Project Support Officer	Programme Support	<ul style="list-style-type: none"> • Supports the Project Manager in the delivery of the project

5. Timeline for Protecting Health Commission

Deliverable	First draft for review	Final deadline
1. Membership of the project team, its governance structure and a timeline for draft and final deliverables.	-	12 th April 2018
2. Current health protection functions and how they support service delivery.	-	31 st May 2018
3. Approach to customer engagement, including stakeholder mapping.	-	31 st May 2018
4. Outline of customer requirements.	31 st August 2018	31 st October 2018

<p>5. Current and proposed future state for the health protection function, including:</p> <ul style="list-style-type: none"> – proposed benefits and benchmarks – organisational structure diagrams – senior management roles & responsibilities – additional skills and training requirements – additional IT systems, infrastructure and processes – additional physical equipment and building – additional business processes, support processes or service management functions – related financial costings for any additions to current arrangements. 	31 st August 2018	31st October 2018
<p>6. Product list, timeline and risk register for the transition of current and any proposed new health protection functions from NSS to the new public health body.</p>	-	31 st August 2018
<p>7. Updated and finalised due diligence intelligence as set out in Annex C of the commission</p>	-	31 st August 2018

6. Decision Making

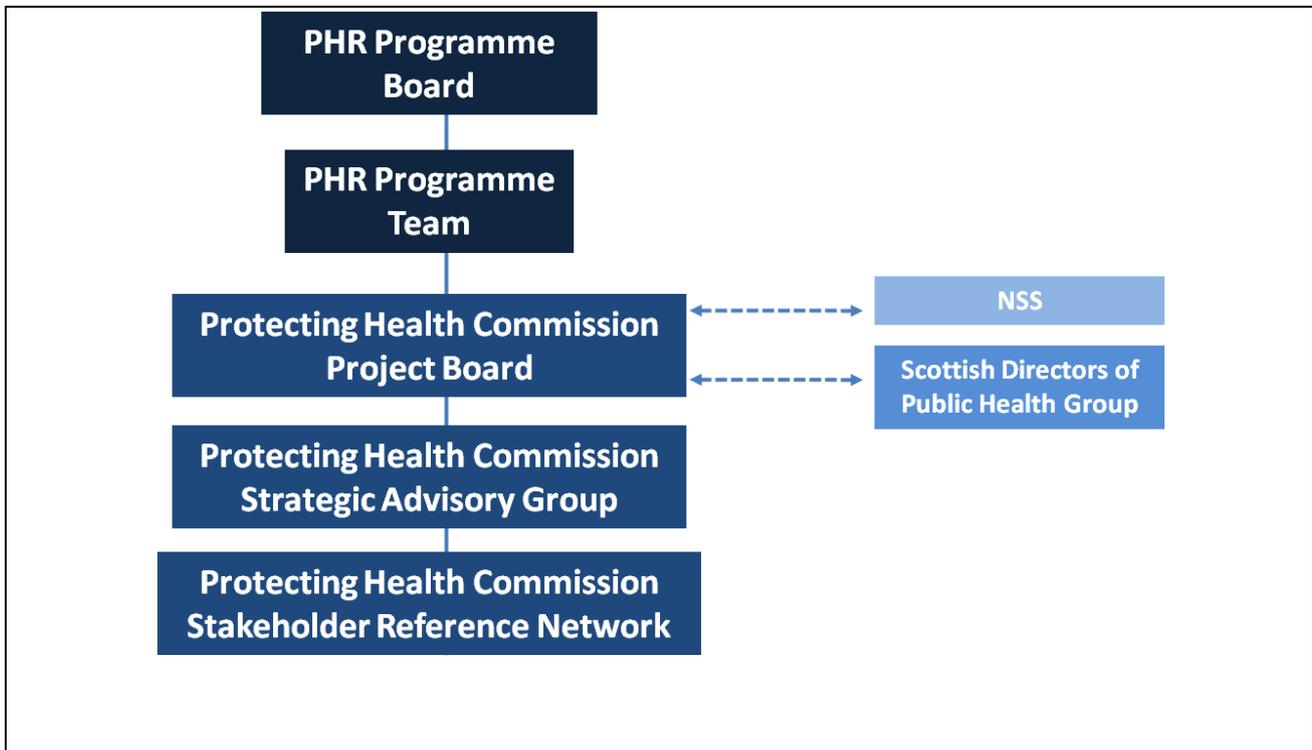
The PHCPB is the decision making body for this commission and all decisions made by the PHCPB will be documented appropriately by the project management team. In circumstances where the group are unable to come to a consensus, the co-chairs have the authority to make the final decision.

7. Governance

The governance structure for this commission is as follows:

- Public Health Commission Project Board (PHCPB) responsible decision making in relation to the commission's deliverables and the development and execution of the strategies, direction and management needed to achieve them
- Strategic Advisory Group (SAG) which considers, reviews and gives guidance to the PHCPB on all matters relating to the deliverables
- Stakeholder Reference Network (SRN) responsible for considering the whole system including public interest aspects of the commission and its deliverables.

The National Services Scotland and Scottish Directors of Public Health group project team will report (1) via their own internal governance structures, (2) to the programme board via the programme team as outlined in the governance structure below. Monthly progress reports will be submitted to Amanda Trolland in the programme team.



8. Meetings

Meetings will occur on a regular basis, probably 4-6 weekly, to meet the needs of the PHCPB deliverables.
 The location of the meetings will be alternate between Glasgow and Edinburgh. Teleconferencing and VC facilities will be available.

9. Minutes / Action Notes, Agendas and Papers

Agenda, papers and Action Logs will be distributed in advance of each meeting. Action notes will be drafted by PgMS and agreed by the group. All minutes and action notes will be circulated no later than five working days after each meeting.

10. Confidentiality

Papers, unless otherwise stated, from these meetings are available for review upon request and will be held in a shared folder accessible through a password control microsite. Please contact the Programme Manager / Project Support Officer if access is required.

11. Lifespan

The lifespan of the PHCPB will be determined in deliverable 1.

12. Review

The PHCPB will review its Terms of Reference half way through the commission.

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Revision History:

Version:	Date:	Summary of Changes:	Name:	Changes Marked:
v0.2	5.4.18	To outline role of Commission Project Board	SQ	
v0.3	6.4.18	review	SQ, GB, KH	
v0.4	8.4.18	review	KH	
v0.5	9.4.18	review	KH and AF	
v0.6	10.4.18	Tracked changes accepted	SQ	
v0.7	10.4.18	review	AH	
v0.8	10.4.18	Tracked changes accepted	SQ	
v0.9	11.4.18	Amends re Stakeholder Reference Network	SQ	
v1.0	11.4.18	Minor changes following review	KH, CM, AF, SQ	

Approvals: This document requires the following signed approvals.

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