



Underpinning Data and Intelligence Commission

Deliverable 1: project team membership, governance structure and timeline for draft and final deliverables

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1. Membership of the Project Team

The Public Health Reform team have commissioned National Services Scotland (NSS), Health Scotland (HS) and the Improvement Service to produce options for delivering a strong, effective, forward looking data and intelligence domain at national level within the new public health body and to describe how this will support and enable activities at the regional and local level across the wider Scottish public health system.

The following multidisciplinary and pan-organisational project team is proposed:

Name	Role	Responsibilities – to be developed
Scott Heald Head of Profession for Stats, PHI, NSS	Co Chair & NSS lead officer	<ul style="list-style-type: none"> • With HS and IS leads, responsible owner for the commission and accountable for all deliverables • Co-chair meetings of the data & intelligence commission project group • 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 programme's objectives and deliverables • In partnership with HS and IS leads, provides clear leadership and direction to the working groups and reference networks • Links with leads for other commissions to ensure join-up and minimise duplication
Paul Dowie Director, Shared Services & myaccount Improvement Service	Co Chair and Improvement Service lead officer	<ul style="list-style-type: none"> • With HS and NSS leads, responsible owner for the commission and accountable for all deliverables • Co-chair meetings of the data & intelligence commission project group • 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 programme's objectives and deliverables • In partnership with HS and NSS leads, provides clear leadership and direction to the working groups and reference networks • Links with leads for other commissions to ensure join-up and minimise duplication

Gerry McCartney, Head of Public Health Observatory Division, HS	Co Chair and Health Scotland lead officer TBC	<ul style="list-style-type: none"> • With IS and NSS leads, responsible owner for the commission and accountable for all deliverables • Co-chair meetings of the data & intelligence commission project group • 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 programme's objectives and deliverables • In partnership with HS and NSS leads, provides clear leadership and direction to the working groups and reference networks • Links with leads for other commissions to ensure join-up and minimise duplication
Colin Fischbacher, Clinical Lead, NSS	Clinical Lead for NSS	<ul style="list-style-type: none"> • Provides subject matter expertise • Support Co-Chairs to deliver Commission • Supports the programme's vision • Provide professional advice and support • Provide information on existing data and intelligence arrangements • Participate in engagement events as required.
Diane Stockton, Head of Evaluation, HS	Subject matter expert for HS	<ul style="list-style-type: none"> • Provides subject matter expertise • Support Co-Chairs to deliver Commission • Supports the programme's vision • Provide professional advice and support • Provide information on existing data and intelligence arrangements • Participate in engagement events as required
Carol Sinclair, Associate Director, PHI OR TBC Lorna Jackson, Associate Director, PHI	Subject matter expert for NSS	<ul style="list-style-type: none"> • Provides subject matter expertise • Support Co-Chairs to deliver Commission • Supports the programme's vision • Provide professional advice and support • Provide information on existing data and intelligence arrangements • Participate in engagement events as required.
Iain McKay, Head of Spatial Information, Improvement Service	Subject matter expert for IS	<ul style="list-style-type: none"> • Provides subject matter expertise • Support Co-Chairs to deliver Commission • Supports the programme's vision • Provide professional advice and support • Provide information on existing data and intelligence arrangements • Participate in engagement events as required.
Kirsty License, Consultant in Public Health Medicine	Clinical and Information Governance Lead for NSS	<ul style="list-style-type: none"> • Deputises for Colin Fischbacher to ensure continuous medical representation

Representatives from HR, finance, IT will be asked to attend the Data and Intelligence Commission project team meetings as required.

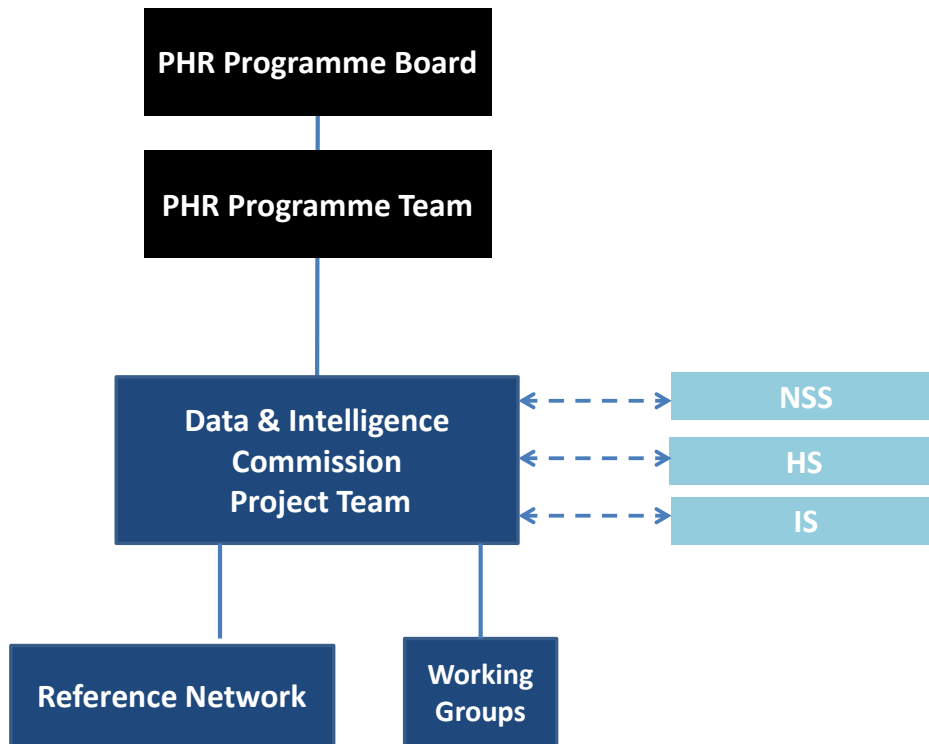
The Data and Intelligence commission project team will be supported by a project management team as follows:

<p>Safia Qureshi Programme Director, NSS</p>	<p>Programme Management</p>	<ul style="list-style-type: none"> • Provide support to the Data and Intelligence project team 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
<p>Gillian Burns, Project Manager, PgMS</p>		<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
<p>Lauren Fairley, Project Support Officer</p>	<p>Programme Support</p>	<ul style="list-style-type: none"> • Supports the Project Manager in the delivery of the project

2. Governance Structure

Members of the National Services Scotland, Health Scotland and Improvement Service project team will report (1) via their own internal governance structures and (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.



Project Team

This group will meet on a fortnightly basis with support from the project management team. In order for this meeting to be quorate, attendance is required from a minimum of 4 people (excluding the support team), including attendance by at least 1 representative from each of the key organisations. In order to maintain momentum, named co-leads will be responsible for the resolution of any issues in reactive and timely manner.

Reference Network

The project team will seek the advice of, and be guided by, a Reference Network, which will include for example, the Outcomes, Evidence and Performance Board (OEPB). This network will provide timely specialist and professional influence, advice and guidance to the project team throughout the development of each deliverable.

Working Groups

In order to deliver the required outputs, the project team will be supported by short life working groups. These groups will take forward particular aspects of the work on each deliverable, e.g. on information governance, IT etc, involving experts as required.

3. Timeline for draft and final deliverables

Deliverable	First draft 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 data and intelligence functions in NSS, HS and IS and how they support service delivery.	-	30 th April 2018
3. Approach to customer engagement, including stakeholder mapping.	-	31 st May 2018
4. Outline of customer requirements.	-	31 st Oct 2018
5. Current and proposed future state for the data and intelligence function, including: <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 Dec 2018
6. Product list, timeline and risk register for the transition of current and any proposed new data and intelligence functions from National Services Scotland and Health Scotland to the new public health body.	-	31 st Dec 2018
7. Updated and finalised due diligence intelligence as set out in Annex C of the commission	-	31 st Oct 2018

Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Deliverable 2								
	Deliverable 3							
		Deliverable 4						
		Deliverable 5						
						Deliverable 6		
		Deliverable 7						

4. Document Control Sheet

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0.3	12/04/2018	Minor adjustments	Gillian Burns	
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Approvals: This document requires the following signed approvals.

Name:	Signature:	Title:	Date:	Version:
Scott Heald		Head of Profession for Stats, PHI, NSS		
Paul Dowie		Director, Shared Services & myaccount Improvement Service		
Gerry McCartney		Public Health Health Scotland		

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