

Paper 1 – PHR Programme – Minutes of the last meeting (May 2018) Public Health Reform Programme Board – 26th June 2018

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Minutes & Actions

Meeting: Public Health Reform Programme Board
Date: Wednesday 23rd May 2018 from 2pm
Location: HM General Register House, 2 Princes Street, Edinburgh

Present:

- (GB) **Gareth Brown**, Policy and Programme Director for the PHR Programme, Scot Gov – Chair
- (JW) **John Wood**, Chief Officer, Health and Social Care, COSLA, joint SRO for the PHR Programme
- (MB) **Marion Bain**, Co-director, Public Health Reform Executive Delivery Group, Scot Gov
- (PCA) **Patricia Cassidy**, Integrated Joint Board (IJB) Chief Officer
- (PC) **Phil Couser**, Director – Public Health and Intelligence, National Services Scotland
- (LDE) **Linda De Caestecker**, Directors of Public Health representative
- (PD) **Paul Dowie**, Improvement Service
- (MMA) **Martin MacNab**, Society of Chief Officers of Environmental Health Representative
- (MM) **Mark McAllister**, Communications and Engagement Lead, PHR Team
- (CM) **Chris McGrogan**, Project Support Officer, PHR Team (Minutes)
- (GM) **Gerry McLaughlin**, Chief Executive, Health Scotland
- (GO) **Geoff Ogle**, Food Standards Scotland
- (RS) **Robert Skey**, Head of Public Health Reform, Scottish Government
- (AT) **Amanda Trolland**, Programme Manager, PHR Team
- (KW) **Karen Wilson**, National Education for Scotland Representative

TC attendees:

- (LD) **Dr Louise Wilson**, Faculty of Public Health representative
- (SP) **Susan Paxton**, Scottish Community Development Centre (SCDC)

Apologies:

- Mahmood Adil**, NSS and Health Scotland public health professionals' representative
- Michael Craig**, Trade Unions' representative
- Beth Hall**, Policy Manager, COSLA
- Asif Ishaq**, Policy Lead, Scottish Government
- Itsham Khan**, Finance Accountant, PHR Team
- Alan Morrison**, Society of Chief Officers of Environmental Health Representative – Martin McNab attended as deputy.
- Eibhlin McHugh**, Co-director, Public Health Reform Executive Delivery Group, Scot Gov
- Andrew Scott**, Director of Population Health, Scottish Government, joint SRO for the PHR Programme

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1. Welcome and apologies

GB introduced himself, welcomed the attendees to the meeting and noted the apologies.

2. Minutes of the last meeting (20th April 2018) (*Paper 1*)

The Board agreed that the minutes were an accurate reflection of the last meeting.

AT provided an update on the Action List from the previous meeting and advised all actions are complete apart from action 9. A discussion on staffside representation across the commissions took place and the board agreed that how the Local Authorities staffside were linked in should be clarified

Action 01 (230518) – AT to speak to MC regarding Local Authority staffside representation.

3. Programme Performance Monitoring / Management (Papers 2, 3 & 4)

Executive Delivery Group Summary

MB provided a general update on activity around commissions. Nine commissions are now underway. The Public Health Reform programme team are currently drafting the project initiation documents for a number of the necessary corporate functions required for Public Health Scotland. These include HR, IT and Finance and will be brought to the June Programme Board for approval.

The Public Health Reform team have been focusing on the Public Health Priorities publication which is on track to meet the launch date of the 14th June. To date, 41 organisations from across the whole system have provided endorsement for the Public Health priorities and the team will be working to secure more over the next few weeks.

Programme Summary Dashboard

AT provided an overview of the dashboard and advised that additional resource has been added to the PHR Programme team to support the next wave of projects/ commissions.

On commissioning, AT confirmed that nine commissions are now live and that the progress report for the first wave of commissions has been provided. . AT advised that the Programme Board will be reported to on an exception based approach.

AT spoke to Paper 3 - Improving Health progress report, and advised the board that this commission has submitted a new timeline, with a change of date for deliverables 4, 5 and 6 which extends the overall timeline to December 2018 but noted that this should not be an issue as it falls in line with the rest of the commissions. The board agreed that they were content with the change to the timeline.

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The board discussed the commissions, recognising the complexity of commissions and the challenges around how they interconnect. The board agreed that they will have a key role in identifying and ensuring that the interconnections are recognised and advising the PHR Team on how this should be addressed.

Underpinning data & intelligence progress report – The report flagged an issue around funding models. The board agreed that the PHR Team, working with this commission, will identify the current picture and this will allow for further discussions around the future funding model.

It was agreed to rename the Ensuring Appropriate Health and Social Care Services Commission to Improving Services Commission.

Paper 4 - on the *Milestone Chart*, AT took the group through the milestone chart highlighting the next deliverables that are due from the commissions. The need for clarity on timelines was discussed, in particular when PHS will be established. The board received confirmation that the planned timeline was for PHS to be in place towards the end of 2019. It was agreed that the programme comms should reflect this.

4. Specific Commission Updates

GB asked GM, PC and PD to provide their reflections on the specific commissions.

On the Improving Health Commission, GM provided a quick update and advised the commission has met twice and has a workshop planned the next week to look at stakeholder mapping.

PC provided an update on the Protecting Health Commission. PC advised that much of the early discussion has been around establishing appropriate governance.

PD provided an update on the Underpinning Data and Intelligence Commission. PD advised around the focus on identifying of stakeholders and the plans for a workshop in two weeks time to consider this.

5. Communications and Engagement

Paper 5 - MM provided a summary of the paper.

The proposed communications and engagement group will invite representatives from across the various stakeholder groups.

It was confirmed that the Programme Board papers and Public Health Oversight Board papers will be published routinely on the website following the meetings.

GB advised the board that the Priorities launch date is the 14th June 2018.

The board agreed that a brief SRO update after each meeting on key decisions and discussion points accessible to a wider audience would be helpful.

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Action 02 (230518) - SRO to provide an update to the wider audience after Programme Board meetings.

6. Risks and issues

AT explained the risk approach which the board approved.

The board discussed a number of the risks in particular one around the ambition of reform and the necessary funding it would require. AT advised that this would be added as a risk.

Action 03 (23052018) – AT to update the risk log to reflect discussions and add new risks identified.

7. Any Other Business

There was no other business to be discussed.

8. Date of Next Meeting

Tuesday 26th June 2018

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Action Log

Action Ref.	Action	Due Date	Revised Due Date	Owner	Update
09 (20/04/2018)	MC will prepare a short paper on staff side engagement and partnership working for the Programme Board.	16/05/2018		MC	23/5 – Ongoing.
11 (20/04/2018)	The Programme Team will support the co-ordination of stakeholder engagement across the commissions.	16/05/2018		Project Team	23/05 – Ongoing.
15 (23/05/2018)	SRO to provide an update to the wider audience after Programme Board meetings	26/06/2018		SRO	