

Paper 2 – PHR Programme Dashboard Summary Report

Public Health Reform Programme Board – 26th June 2018

Public Health Reform Programme
Date Produced: 15th June 2018

Programme RAG Status		Number of open risks				Number of open issues		
Green		1	5	2	0	0	0	0
Programme Summary	The programme team have been mostly focused on the production of the final publication of the Public Health priorities which were successfully launched by COSLA and Scottish Government on the 14th June as planned. PIDs for Corporate IT, Finance and HR for the new body have been drafted and the team are now focusing their attention on finalising the necessary legislation and governance and accountability arrangements by preparing the options, risks and benefits to take to the PHOB on the 19th July for their views. The PHR programme team are also now looking at the whole system elements of the PHR blueprint and working to identify what will be delivered by the programme in its lifespan and what will be delivered will in the longer term. A Public Health Policy Team is Being established and will be in place by the end of June 2018. The lower level governance arrangements are being restructured to allow closer working with commission/ project teams ensuring the correct level of support is available when required. Deliverable 2 has been received from Protecting Health Commissions and Underpinning Data and Intelligence Commission							
Commissions/ Projects	Leads	Public Health Scotland						
Improving Services	NSS / IJB Chief Officers' Group / HIS	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Commission issued end April. The PHR team understand that a project team is still being established. First meeting of project group to take place in July. The first product will be deliverable 1 (Timeline) which will define the timeline for delivery of the commission.							
Improving Health	Health Scotland / IJB Chief Officers' Group	Overall RAG	Number of open risks			Number of open issues		
Summary		Green (G)	0	3	0	0	3	0
	Deliverable 1 (Timeline) complete. deliverable 2 (Current Functions) on track to be delivered 3/8/18. Project team have requested that the date for deliverable 3 (Approach to Customer Engagement) be pushed back from 31/8/18 to end September/ mid October to allow sufficient time for meaningful engagement. The date for deliverable 4(outlining customer requirements) will not be impacted as it will be delivered in parallel. Some challenges/ issues have been identified and flagged to the PHR programme team for advice/ resolution.							
Leadership for public health workforce development	Health Scotland / Improvement Service	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Initial meeting to identify project team has taken place. Deliverable 1 (timeline) due by July PHR Programme Board meeting.							
Public health research, innovation and applied evidence	ScotPHN	Overall RAG	Number of open risks			Number of open issues		
Summary		Green	N/A	N/A	N/A	N/A	N/A	N/A
	Deliverables 1 (Timeline) & 2 (Wider Stakeholders) have been met (subject to discussion at the Programme Board meeting on 26 June 2018). The project initiation and plan has been shared with the PHReform Team. The full list of stakeholders to include in engagement has been shared with the PHReform Team also; awaiting feedback from PHR Programme Board.							
Protecting Health Commission	NSS / Scottish Directors of Public Health Group	Overall RAG	Number of open risks			Number of open issues		
Summary		Amber (G)	N/A	N/A	N/A	N/A	N/A	N/A
	Deliverable 2 (Current Functions) due date was 31/5/18, deliverable submitted 15/6/18. Deliverable 3 (Engagement Approach) due 31/5/18 pushed back to 29/6/18 to allow Protecting Health Strategic Advisory Group review. All involved in the commission are working cooperatively and constructively together. Deliverable 2 (Current Functions) has been completed to the satisfaction of all and work is underway with deliverable 3 (Engagement Approach). Challenges have been identified in relation to stakeholder engagement and overlap with other commissions.							
Underpinning Data & Intelligence Commission	NSS / Improvement Service	Overall RAG	Number of open risks			Number of open issues		
Summary		Green	N/A					
	All involved in the commission are working cooperatively and constructively together. Deliverable 2 (Current Functions) has been completed to the satisfaction of all and work is underway with deliverable 3 (Engagement Approach). Challenges have been identified in relation to stakeholder engagement and overlap with other commissions.							
Specialist Public Health Workforce Arrangements	TBC	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A						
	Commission to be issued by end June after review by PHR Programme Board							
Commissions/ Projects	Public Health Scotland - Corporate Arrangements							
Corporate IT	TBC	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A						
	PID drafted, PHR Programme Board to approve 26th June.							
Legislation	Public Health Reform Team	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A						
	Work is underway to understand the associated benefits and risks in order to identify the best legislative option. PHOB will review on 19th July.							
Governance and Accountability	Public Health Reform Team	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A						
	PID being drafted							
Budgets and Financial Management	Public Health Reform Team	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A						
	PID drafted, PHR Programme Board to approve 26th June. Work underway to identify programme costs and support due diligence activities across the commissions.							
HR for the New Body	TBC	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A						
	PID drafted, PHR Programme Board to approve 26th June.							
Organisational Development/ Developing Values	NSS / HS	Overall RAG	Number of open risks			Number of open issues		
Summary		N/A						
	Deliverable 1 (Project Team and Timeline) submitted for PHR Programme Board review 26th June. Project brief developed to clarifying thinking to date and exploring possible partnerships. Engaged NES and had discussions with the Wheatley Group about partnering on this commission. Spoken to our counterparts in other recently merged bodies about their experience relevant to this commission, most recently Natural Resources Wales but also Skills Development Scotland, City of Glasgow College and the Wheatley Group. Commissioned a literature search from the Health Management Library to identify lessons learned and best practice in this area.							
Commissions/ Projects	Whole System							
Public Health Priorities Project (Phase 1)	Public Health Reform Team	Overall RAG	Number of open risks			Number of open issues		
Summary		Complete	0 (2)	0 (6)	0 (4)	0	0	0
	Public Health Priorities published on 14th June as planned with a successful ministerial launch taking place. This was followed up by a local government event on 18th June. Thoughts around what next taking place.							

Appendix A – Protecting Health Commission Progress Report

Period covered:	(11/05/18– 12/06/18)	Current Date:	6/6/18
Commission/ Project lead(s)	Kate Harley, Associate Director, HPS Andrew Fraser, Director of Public Health Science, NHS Health Scotland	RAG Status:	Amber
Project Manager:	Lorna Byrne		

SUMMARY OF PROGRESS:

Executive Summary	
Challenges:	<ul style="list-style-type: none"> • Agreeing final membership of Project Board and SAG (medical nominations outstanding on each) • We are planning an approach to customer engagement that requires funding for events and facilitation • Balancing whole system versus public health body approach
Achievements:	<ul style="list-style-type: none"> • Chair of SAG agreed (Andrew Riley, SG) • Deliverable 2 approved by project board on 11.06.18 • Overall timeline for deliverables reviewed and end date moved from October to December 2018

DELIVERABLES/ MILESTONES DUE FOR COMPLETION:

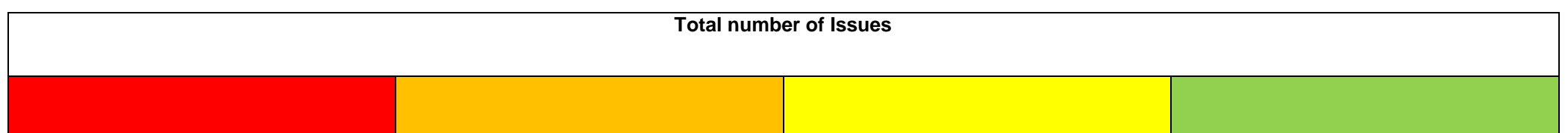
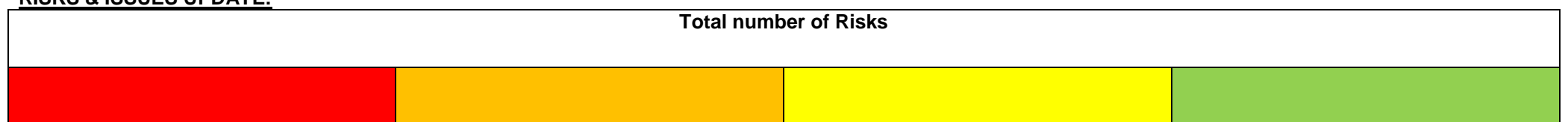
Target Date:	Description:	Comments:
31/05/2018	Deliverable 2: Documentation outlining current Health Protection functions and how those functions support service delivery	Due for submission on 15 th June
31/05/2018	Deliverable 3: Documentation outlining an approach to customer engagement, including stakeholder mapping	Timeline was reviewed by Project Board and amended to 29 th June to allow review by Strategic Advisory Group on 27 th June.

FUTURE DELIVERABLES/ MILESTONES:

Target Date:	Description:	Comments:
30/11/2018	Deliverable 4: Documentation outlining customer requirements	Moved from October to November 2018
31/12/2018	Deliverable 5: Documentation setting out current and proposed future state for the health protection function	Moved from October to December 2018
30/11/2018	Deliverable 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	Moved from October to December 2018
31/08/2018	Deliverable 7: Update and finalise the related due diligence intelligence	Remains 31 st August 2018

Activities over next Period:	<ul style="list-style-type: none"> • Further work to agree inputs to deliverable 3 and develop approach • Set up risk register • Planning for first meeting of strategic advisory group on 27th June • Organise stakeholder events
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RISKS & ISSUES UPDATE:



RISKS be highlighting / escalating for resolution:

Risk No:	Description of Risk:	Corrective Action:	Owner:
1	Delays in feedback from the PHR team to commissions regarding decisions made and the approach to cross-commission coordination may lead to: - duplication of effort by commissions when resources are	Formal mechanisms for the following are required: 1. to communicate decisions and actions from the PHR team, PHR PB and PHR PHOB to the commissions	PHR team

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	<p>stretched</p> <ul style="list-style-type: none"> - multiple approaches to the same stakeholders by different commissions which would be time-consuming, confusing and irritating to stakeholders (and see risk 2). - commissions interpreting scope and deliverables in different ways 	<p>swiftly</p> <ol style="list-style-type: none"> 2. to communicate PHR PB responses to issues and risks raised in these highlight reports back to the commissions swiftly 3. to coordinate planning and delivery of deliverables across the commissions, particularly deliverable 3 	
2	<p>Risks associated with stakeholder engagement:</p> <ul style="list-style-type: none"> - the timelines for inputting deliverable 3 to the PHR team, waiting for any central coordination and planning and booking engagement events, either overlap (proceed without formal agreement) or will add delay to the timeline - there is no funding for booking events, facilitators etc. 	<p>PHR team to clarify intent/ process re deliverable 3</p> <p>Central funding to be made available for stakeholder engagement events</p>	
3	<p>Contribution organisations are finding that delivering the volume of work associated with each commission, in the timelines proposed, is more challenging than anticipated and requires dedicated support (project management, communication, facilitation, HR, finance) that is not always readily identifiable or available. This may impact on quality of deliverable or timeline for delivery.</p>	<p>Organisations to review resource availability and submit bids to PHR team.</p>	<p>Commission leads</p>

ISSUES to be highlighted / escalated for decision:

Issue No:	Description of Issue:	Corrective Action:	Owner:

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Red	Status indicates that on current progress, against the proposed plan, activities will not be completed to schedule
Amber	Status indicates that, against the proposed plan, activities will only be completed to schedule if increased support is provided
Green	Status indicates that the deliverable is currently meeting anticipated progress