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Minutes & Actions

Meeting: **Public Health Reform Programme Board (4th Meeting)**
Date: Tuesday 26th June 2018, 1:00pm to 3:00pm
Location: New Register House, 3 West Register Street, Edinburgh EH1 3YT

In Attendance:

Members
(GB) **Gareth Brown,** Policy and Programme Director, Public Health Reform (*Chair*)
(PCA) **Patricia Cassidy,** Integrated Joint Board (IJB) Chief Officer Representative
(PC) **Phil Couser,** Business Change Manager, Director of PH and Intelligence, NHS NSS
(MC) **Michael Craig,** Trade Unions' Representative
(PD) **Paul Dowie,** Improvement Services Representative
(BH) **Beth Hall,** Policy Manager for Health and Social Care, COSLA (*representing John Wood*)
(EM) **Eibhlin McHugh,** Co-Director, Public Health Reform Executive Delivery Group
(GM) **Gerry McLaughlin,** Business Change Manager, Chief Executive, NHS Health Scotland
(GO) **Geoff Ogle,** Public Body Chief Executive, Food Standards Scotland
(SP) **Susan Paxton,** Scottish Community Development Centre (SCDC)

Subject Matter Experts
(MA) **Mahmood Adil,** Clinical Professionals' Representative, NSS and Health Scotland
(AM) **Alan Morrison,** Society of Chief Officers of Environmental Health Representative
(RR) **Ruth Robertson,** NHS National Education for Scotland Representative (*representing Karen Wilson*)
(JT)   **Joy Tomlinson,** Directors of Public Health Representative (*representing Linda DeCaestecker*)
(LW) **Dr Louise Wilson,** Faculty of Public Health Representative

Support
(CF) **Catherine Flanigan,** Public Health Speciality Registrar, Public Health Reform Team
(IK)   **Itsham Khan,** Finance Accountant, Public Health Reform Team
(MM) **Mark McAllister,** Communications Lead, Public Health Reform Team
(RS) **Robert Skey,** Programme Director, Public Health Reform Team
(AT) **Amanda Trolland,** Programme Manager, Public Health Reform Team
(CW) **Caitlin Williamson,** Project Support Officer, Public Health Reform Team (*Minutes*)

Apologies:
Marion Bain, Co-Director, Public Health Reform Executive Delivery Group
Linda DeCaestecker, Directors of Public Health Representative
Liz Manson, Community Planning Representative
Chris McGrogan, Project Support Officer, Public Health Reform Team
Maggie Sandilands, SOLACE Representative
Andrew Scott, Senior Responsible Owner, Scottish Government
Karen Wilson, NHS National Education for Scotland Representative
John Wood, Senior Responsible Owner, COSLA

Paper 1 – PHR Programme – Minutes of the last meeting (June 2018)
Public Health Reform Programme Board – 23rd July 2018

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1. Welcome and Apologies

GB welcomed attendees to the meeting, noting apologies.

GB noted that this meeting marks the first major milestone for the reform programme with the publication of the public health priorities on the 14th June.

2. Minutes of the Last Meeting (*Paper 1*)

The Board agreed the minutes as an accurate account of the last meeting.

The Board noted the following action point updates:

Action 09 (24/04/18	Complete
Action 11 (24/04/18)	Complete - paper discussed under agenda item 5, Paper 13
Action 15 (23/05/18)	GB to complete action via a blog entry on the reform website

3. Programme Performance Monitoring / Management (*Paper 2 & 3*)

Executive Delivery Group – General Update

EM provided an update on activity supporting the launch of the Public Health Priorities and noted that related stakeholder engagement was well received. She described the hard work and support that had gone into preparations and noted that the Local Government Launch Event on 18th June had highlighted the need for future collaborative spaces to support Local Government and the wider Public Health workforce.

EM updated the Board on the whole system work, highlighting that it has focused to date on raising awareness and securing stakeholder engagement around the public health priorities. Looking ahead, the focus is now on delivering the priorities and ensuring that the ambitions framed by the priorities are achieved. This work will be longer-term than the lifespan of the current reform programme. With this in mind, a new policy team is being created in Scottish Government to lead the work and this will be supported by a whole system working group to help identify and plan related actions.

The policy team will now undertake work to map out the significant activity that is happening across Scotland's policy and legislative landscape, identifying gaps and ensuring that themes like critical collective leadership and collaborative spaces are progressed at community, local and national levels.

JT highlighted the importance of supporting strong relationships and achieving the aspiration to create practical opportunities and spaces for public health professionals and Local Government to come together.

Dashboard Summary

AT provided an overview of the dashboard. The Board discussed each commission and the following points were highlighted:

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Improving Services
The commission was issued at the end of April 2018 with a first programme team meeting due to take place in July 2018.

Improving Health
Deliverable 2 is on track for the start of August. Deliverable 3 was originally due end August and has now been moved to end October to allow for meaningful engagement. There were no objections from the Board. Deliverable 4 is on track to deliver a 'Current State' position by the start of August and a 'Future State' position by the end of October, with Deliverable 5 on track to deliver by the end of December 2018.

Leadership for Public Health Workforce Development
Deliverable 1 has been submitted and Deliverable 2 is on track for August to October.

Public Health Research, Innovation and Applied Evidence
Deliverable 3 is on track for August to October and Deliverable 4 is on track for mid December.

Protecting Health
This commission has reported an Amber RAG status as they will not achieve the delivery dates originally stated. Deliverable 3 has slipped by one month to end June to allow for review. Deliverable 4 was due by the end of October but has now moved to end November, while Deliverable 5 and 6 have moved from October to December. There were no objections from the Board to the new delivery dates. AT noted that these new deadlines essentially remove all tolerance from this commission and no further extensions would be available to the commission leads.

Underpinning Data and Intelligence
Deliverable 2 has been received. Deliverable 3 (originally due by end May) would now be submitted in draft form on 6th July and finalised by end August. There was no objection from the Board to this new deadline. Deliverable 4 remains on track for end October and Deliverable 5 on track for end December.

RS spoke to a concern regarding the scope of the commissions and confirmed that the focus remained on delivering the new body. It was agreed to arrange a regular monthly meeting between the Programme team and the Commission leads to discuss the commissions, how they link together and address related issues. It was also agreed that the Programme team would reflect on the Commissions approach following discussion with the Commission leads, and the next meeting of the Programme Board would be an opportunity to take a view on whether the approach was working or should be amended.

Action 01 (26/06/18) – RS & AT to arrange a meeting with Programme team and The Commission Leads

Action 02 (26/06/18) – Programme Team to consult and reflect on progress with the Commissions and prepare discussion paper for next meeting of the Programme Board.

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4. Specific Commission/ Project Updates

AT provided an update on the following commissions and projects:

Protecting Health Deliverable 2 (Paper 4)

The Board asked for the following points to be fed back to the Commission Leads: the paper should highlight more the role of the third sector; page 11 mentions Child Protection but misses vulnerable adults; and there should be an additional column on the table set out in page 6 to include 'third sector' and a 'narrative on screening'.

Underpinning Data and Intelligence (UDI) Deliverable 2 (Paper 5 & Paper 16)
The Board agreed that these papers set out a practical approach and noted this Commission already has high engagement from CPP's and Local Government in relation to how the new body can use data and intelligence to support local communities.

GM highlighted that the outline job roles on p.4 of Paper 5 will need to be further refined to ensure Information Governance rules are adhered to.

The Board noted the strong connections between the Data and Intelligence and Improving Services Commissions, particularly how they both link into the Digital Health and Care Strategy, as well as the role of City Deals (Edinburgh/South East) which as a bridge into research and innovation partnerships.

Research, Innovation and Applied Evidence Deliverable 1 (Paper 6)
PD highlighted some short-term capacity issues. The Board noted that a Chair had been identified.

Organisational Development/ Developing Values Deliverable 1 (Paper 7)
The Board confirmed their support for option 3 and working with experienced partners to drive this commission. The also noted the role of good due diligence when identifying a preferred partner.

Specialist Public Health Workforce Commission Brief (Paper 8)
The Board approved this commission brief, on the basis that it would also cover the Environmental Health Workforce. The Board noted the crucial role of this specific commission on the wider system thinking and the need to look at new structures and processes to take the specialist workforce forward and drive transformational change.

Moving forward, RR asked that the title should be refined to reflect that this commission is tasked with considering where the specialist workforce should be situated in terms of structures as some confusion had arisen about the scope of this commission.

Action 03 (26/06/18) – AT to review title of Commission

Description of Deliverable 3 (Approach to Customer Engagement) (Paper 9)

AT described the role of this product description and the template was approved to be used by the Board.

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Corporate Arrangements for Public Health Scotland (including Corporate IT (Paper 10), HR (Paper 11) and Finance (Paper 12))

The Board approved the approaches set out in Paper 10, 11 and 12.

5. Partnership working (paper 13)

MC led discussion around paper 13. The Board confirmed that the approach should apply to the reform programme.

6. Communications and Engagement

MM provided an update on the launch of the public health priorities. Scottish Community Development Center (SCDC) were personally thanked for their support in identifying the venue and launch partner – the Ripple Project. MM confirmed that an event with elected members will take place on 29 June to continue Local Authority engagement. The Board approved the Knowledge Hub was an appropriate vehicle for commissions teams to share documentation. MM will liaise with the Improvement Service to make this happen.

RS agreed to introduce a checklist to better identify where programme board documentation should be published (Public Website vs. Knowledge Hub).

Action 04 (26/06/18) – MM to make the Knowledge Hub available to commissioning teams.

Action 05 (26/06/18) – RS to create a checklist to identify where a document should be published.

7. Risks and issues (paper 15)

AT highlighted changes to the presentation of risks and highlighted the one red risk.

PC advised that ISD is majority non - baseline funded so this will need to be noted as a specific risk.

Action 06 (26/06/18) – AT to add risk of ISD being Majority non - baseline funded.

8. AOB

The Board approved the proposal for Safia Qureshi & Cath Denholm to join the fortnightly PPM meetings.

The Board discussed whether there had been sufficient public involvement in the reform programme. The Board encouraged commission leads to consider this in terms of their stakeholder engagement work.

9. Next Meeting

Monday 23rd July, 2pm, Conference Room 2, Victoria Quay, Commercial Street, Edinburgh, EH6 6QQ.

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Action Log

Action Ref.	Action	Due Date	Revised Due Date	Owner	Update
15 (23/05/2018)	SRO to provide an update to the wider audience after Programme Board meetings	26/06/2018	23/07/2018	SRO	GB to complete action via a blog entry on the reform website
16 (26/06/2018)	RS & AT to arrange a meeting with Programme team and The Commission Leads	23/07/2018		RS/AT	
17 (26/06/2018)	Programme Team to consult and reflect on progress with the Commissions and prepare discussion paper for next meeting of the Programme Board.	23/07/2018		RS/AT	
18 (26/06/2018)	AT to review title of *Specialist Public Health Workforce* Commission	23/07/2018		AT	
19 (26/06/2018)	MM to make the Knowledge Hub available to commissioning teams.	23/07/2018		MM	
20 (26/06/2018)	RS to create a checklist to identify where a document should be published.	23/07/2018		RS	
21 (26/06/2018)	AT to add risk of ISD being majority non - baseline funded.	23/07/2018		AT	