

# Paper 1 – PHR Programme Board Minutes – July 2018

## Public Health Reform Programme Board – 29th August 2018

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# Minutes & Actions

**Meeting:** Public Health Reform Programme Board  
**Date:** Monday 23<sup>rd</sup> July 2018, 2:00pm to 4:00pm  
**Location:** Conference Room 2, Victoria Quay, Commercial Street, Edinburgh, EH6 6QQ

## In Attendance:

### Members

- (GB) Gareth Brown**, Policy and Programme Director, Public Health Reform (Chair)
- (PC) Phil Couser**, Business Change Manager, Director of PH and Intelligence, NHS NSS
- (MC) Michael Craig**, Trade Unions' 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

### Subject Matter Experts

- (MA) Mahmood Adil**, Clinical Professionals' Representative, NSS and Health Scotland
- (JE) Julia Egan**, Public Health Nursing Representative
- (MMc) Martin McNab**, Society of Chief Officers of Environmental Health Representative  
(Representing Alan Morrison)
- (RR) Ruth Robertson**, NHS Education for Scotland Representative  
(Representing Karen Wilson)
- (MA) Maggie Sandison**, SOLACE Representative
- (JT) Joy Tomlinson**, Directors of Public Health Representative  
(Representing Linda DeCaestecker)
- (LW) Louise Wilson**, Faculty of Public Health Representative

### Support

- (RG) Robert Girvan**, Scottish Government (attending as an observer)
- (CM) Chris McGrogan**, Project Support Officer, Public Health Reform Team (minutes)
- (AT) Amanda Trolland**, Programme Manager, Public Health Reform Team

### Apologies

- Marion Bain**, Co-Director, Public Health Reform Executive Delivery Group
- Patricia Cassidy**, Integrated Joint Board (IJB) Chief Officer Representative
- Linda DeCaestecker**, Directors of Public Health Representative
- Paul Dowie**, Improvement Services Representative
- Mark McAllister**, Communications Lead, Public Health Reform Team
- Alan Morrison**, Society of Chief Officers of Environmental Health Representative
- Geoff Ogle**, Public Body Chief Executive, Food Standards Scotland
- Susan Paxton**, Scottish Community Development Centre (SCDC)
- Andrew Scott**, Senior Responsible Owner, Scottish Government
- Robert Skey**, Programme Director, Public Health Reform Team
- Karen Wilson**, NHS Education for Scotland Representative
- John Wood**, Senior Responsible Owner, COSLA

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### 1. Welcome and Apologies

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

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

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

The Board noted the following action point updates:

Action 15 (23/05/2018)	The blog will be published shortly
Action 16 (26/06/2018)	Fortnightly meetings have been set with the Programme Team
Action 17 (26/06/2018)	Currently under review
Action 18 (26/06/2018)	Complete
Action 19 (26/06/2018)	KHUB will be available shortly
Action 20 (26/06/2018)	Complete- discussed later under agenda item 5
Action 21 (26/06/2018)	Complete

It was highlighted that National Education for Scotland should be NHS Education for Scotland.

**Action 01 (23/07/2018) – CM to amend National Education for Scotland to NHS Education for Scotland on the June Programme Board Minutes and any other Programme related materials.**

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

#### *Executive Delivery Group – General Update*

EM provided a brief update on activity around the Commissions and that she was encouraged by progress being made. EM explained that she and Marion Bain had attended the first Commissions Leads meeting and felt that it was a positive meeting. EM was encouraged by the cross fertilisation around the commissions and appreciates that there can be challenges with bringing a wide range of experts together.

EM advised that now the Public Health Priorities have been published, the programme will gather pace as we turn our attention to building Public Health Scotland and how it supports the delivery of the PH priorities. The PHR programme team will be asking the commissions to give some thought to how the delivery of the priorities can be supported in relation to the future role of Public Health Scotland.

GB provided an update on the Public Health Reform Oversight Board (PHOB) meeting.

The Board discussed how it could be assured that the 'bigger picture' is being considered, rather than simply relying on an aggregate of the individual strands of work that had been commissioned. GB advised that the bigger picture is reflected in the blueprint and our vision, but he recognised the need to ensure that the work of the individual commissions comes together in a way that is cohesive. In that respect, it may be a little early in relation

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to the work of the Commissions, as to date their outputs have been around the existing landscape, but the next strand of the work, around designing the future, will need to reflect that bigger picture. It was agreed it would also be valuable for the Board and the SROs to have some protected time during future meetings, to consider how the work is relating to the 'bigger picture' and the vision and ambitions of the programme.

**Action 02 (23/07/2018) – PHRPT to ensure future meetings provide protected time for the Programme Board to review the outputs from the Commissions and to consider this against the vision and ambitions of the programme.**

The Board discussed the cross fertilisation between Commissions and noted concern around possible overlaps and duplication. AT advised the Board that the Public Health Reform Programme Team (PHRPT) is content that Commissions are flagging up overlaps via the monthly progress reports from the Commissions and also through the commission leads and PHR programme team meetings. The Board agreed to have a standing agenda item on the Programme Board agenda to cover any overlap issues across the commissions.

**Action 03 (23/07/2018) – CM to add a standing agenda item on the Programme Board agenda to cover any overlap issues across the commissions.**

The Board reflected that it had become increasingly aware that all engagement activities undertaken by the Commissions are face-to-face and it was suggested that alternative vehicles could be used for example, the Public Health Reform website. It was agreed that the Reform team would give some thought to making it possible to use the website in this way.

**Action 04 (23/07/2018) – AT to explore with Mark McAllister how the PHR website could be used to support engagement activities.**

### *Dashboard Summary*

AT provided an overview of the dashboard and advised the Board that the RAG status is green for the Overall programme. The Specialist Public Health Workforce Arrangements commission (SPHWA) has not been issued yet as we are awaiting sign off from the NHS and Local Authority Chief Executives and the Chief Officers. It was noted that the Commissions are in a good place collectively and AT thanked the Commissions for all their hard work and effort.

AT updated on the work that had commenced to develop the legislation for Public Health Scotland, and the new team members that had been recruited to lead that.

AT advised the Board that risks have been raised from the Commissions and that those risks have added to the Risk Register / Risk Log.

### Leadership for Public Health Workforce Development

AT advised the Board that this Commission has raised an amber risk due to resourcing. She offered whatever support was possible to the Commission.

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The Board highlighted that the definition for Public Health Workforce isn't clear. The workforce can be defined in several different ways, and it has been referred to in different ways in discussions. It was agreed that the Workforce Development Commission, as part of its work, will need to set out a definition for the workforce. This will be shared with the Programme Board for agreement.

#### 4. Specific Commission / Project Updates

##### *Legislation update*

GB advised the Board that the PHOB had discussed the legal form of the new body at its July meeting, and it had concluded with a consensus that establishing Public Health Scotland as a special health board would be the best way forward. The PHOB was of the view that the legal status of the body was less important than how the new body was led, how it will operate and how it will support the wider system. The PHOB also recognised real risks in relation to workforce and information governance if a different model, other than a special health board, was adopted.

The Programme Board was asked to take a view on the question of legal status of the new body. The Board endorsed the decision of the PHOB and was supportive of Public Health Scotland being established as a special health board. Work is now underway to develop the necessary legal requirements.

It was noted that it would be useful to communicate with staff affected by the change to let them know the views that had been taken so far by the PHOB and the PB, and that a final decision following political consideration would come later in August.

**Action 05 (23/07/2018) – Programme Team to prepare a communications update, in discussion with SROs around legal status of Public Health Scotland.**

The Board discussed the Public Health Priorities and how they link to Scottish Government's refreshed National Performance Framework. It was recognised that there is a strong resonance between both documents, but that this is perhaps not always obvious. The Board felt there would be value in drawing this out more explicitly for stakeholders and it was felt that this could be usefully done via a blog on the Public Health Reform website. GM agreed to work with MM to produce such a blog.

**Action 06 (23/07/2018) – GM to produce a narrative around the new public health Priorities and the national framework linkages.**

##### *Milestone Chart (Paper 3)*

The Board discussed the Milestone Chart and it was highlighted that the stakeholder engagement activity looks staggered. AT advised the Board that some Commissions are around a month away from submitting their approach stakeholder engagement and that this should be available for discussion at the next Programme Board.

*Underpinning Data and Intelligence deliverable 3 – draft Approach to Customer Engagement (Paper 4)*

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EM advised the Board of the positive work being carried out by the Underpinning data and intelligence Commission but highlighted that all engagement proposals need to come in to the PHRPT to enable the team to work with the Commissions on their approach. The Board agreed that this is a good approach to stakeholder mapping.

It was noted by the Board that perhaps the Chief Executives and Information Leads were in the wrong groupings and were concerned about the message this gives. It was also noted that Public Health Wales, the Health and Safety Executive and the Healthy Working Lives team should also be included.

### *Leadership for public health workforce development - Deliverable 1 (Paper 5)*

GB advised that required paper had not yet been received, but that as noted earlier AT and the programme team will work with the commission leads to provide support where needed.

### *Public Health Research, Innovation and applied evidence - Deliverable 2 (Paper 6)*

EM spoke to Deliverable 2 and advised the Board that she was happy with the approach outlined.

It was noted that the engagement approach is different between Commissions and there were some concerns raised around some of the engagement activity dates for different commissions clashing. After discussing, the Board were content for the Research Innovation and applied evidence to proceed with engagement as set out.

There was a request that the Commissions consider those stakeholders from more rural areas and ensure they have adequate ability to input.

GB highlighted that the PHOB expressed particular interest in the research, innovation and applied evidence arena, particularly behavioural science. It was likely that the PHOB would explore this further, and the Programme Board would also want to consider what our aspirations could be in this respect.

### *Improving Health Description of Deliverable 4 (Paper 7)*

### *Protecting Health / Underpinning Data & Intelligence/ Improving Services Description of Deliverable 4 (Paper 8)*

### *Protecting Health / Underpinning Data & Intelligence/ Improving Services Description of Deliverable 5 (Paper 9)*

GB provided a brief update on papers 7, 8 and 9.

AT advised that the product descriptions will be amended to include an ask of the Commissions to consider how the future state of Public Health Scotland domains will support the delivery of the Public Health Priorities.

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The Board agreed that there should be core fundamentals and design principles attached to the product descriptions which will set some parameters for the Commissions – the Programme Board will reflect on this.

There was a discussion around Public Health Scotland staff and the Board agreed that Public Health Scotland staff would be part of the wider public health workforce.

**Action 07 (23/07/2018) – AT to provide feedback to Commissions Leads on the deliverables received.**

**Action 08 (23/07/2018) – AT to discuss Stakeholder engagement with Commissions Leads.**

**Action 09 (23/07/2018) – AT to amend product descriptions and issue to commission leads.**

*Legislation PID (Paper 10)*

After some discussion around the detail within the PID, the board were content to approve the PID subject to the discussed changes being made.

**Action 10 (23/07/2018) – AT to amend the Legislation PID.**

**Action 11 (23/07/2018) – CM to issue the PHOB paper on Legislation and updated principles to the Programme Board attendees**

## 5. Communications and Engagement

*Update on KHUB*

GB advised the Board that we have identified the KHUB as a vehicle for information. This is progressing and will be live within the next week.

*Publication Scheme (Paper 11)*

The Board were content with the paper but felt a checklist would further compliment it.

AT advised on the engagement activities on the milestone chart and further FAQs which will be published in due course.

**Action 12 (23/07/2018) – AT to speak to PHR Comms team around the production of a checklist for documents to be published**

**Action 13 (23/07/2018) – AT to speak to PHR Comms team about producing a full programme and Commissions communications chart**

## 6. Risks and issues (paper 12)

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AT provided a quick summary of the risks and issues outlined within the report. The Board were content with the PHRPT responses to the risks and issues.

There was a discussion about the PHI web presence and it was explained that the corporate IT project will pick up this particular issue as the project cuts across the Commissions.

### 7. AOB

AT touched on the overlap on the Commission's leads and will add this as a risk

The Board agreed that as the programme is gathering pace that the frequency of the meetings will remain monthly, however the duration of the meetings will move from two hours to three hours. This will allow two hours for standard agenda items and one hour for a specific topic.

**Action 14 (23/07/2018) – CM to extend Programme Board meetings to three hours.**

### 8. Date of Next Meeting

Wednesday 29th August, 2pm, Hilton Edinburgh Carlton North Bridge, Edinburgh, EH1 1SD

DRAFT

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**Action Log**

Action Ref.	Action	Due Date	Revised Due Date	Owner	Update
<b>July Programme Board</b>					
01 (23/07/2018)	CM to amend National Education for Scotland to NHS Education for Scotland on the June Programme Board Minutes and any other Programme related materials.	29/08/2018		CM	
02 (23/07/2018)	PHRPT to ensure future meetings provide protected time for the Programme Board to review the outputs from the Commissions and to consider this against the vision and ambitions of the programme.	29/08/2018		AT/CM	
03 (23/07/2018)	CM to add a standing agenda item on the Programme Board agenda to cover any overlap issues across the commissions.	29/08/2018		CM	
04 (23/07/2018)	AT to explore with Mark McAllister how the PHR website could be used to support engagement activities.	29/08/2018		AT	
05 (23/07/2018)	Programme Team to prepare a communications update, in discussion with SROs around legal status of Public Health Scotland	29/08/2018		GB	

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06 (23/07/2018)	GM to produce a narrative around the new public health Priorities and the national framework linkages.	29/08/2018		GM	
07 (23/07/2018)	AT to provide feedback to Commissions Leads on the deliverables received.	29/08/2018		AT	
08 (23/07/2018)	AT to discuss Stakeholder engagement with Commissions Leads.	29/08/2018		AT	
09 (23/07/2018)	AT to amend product descriptions and issue to commission leads.	29/08/2018		AT	
10 (23/07/2018)	AT to amend the Legislation PID.	29/08/2018		AT	
11 (23/07/2018)	CM to issue the PHOB paper on Legislation and updated principles to the Programme Board attendees.	29/08/2018		CM	
12 (23/07/2018)	AT to speak to PHR Comms team around the production of a checklist for documents to be published.	29/08/2018		AT	
13 (23/07/2018)	AT to speak to PHR Comms team about producing a full programme and Commissions communications chart.	29/08/2018		AT	
14 (23/07/2018)	CM to extend Programme Board meetings to three hours.	29/08/2018		CM	
<b>June Programme Board</b>					
16 (26/06/2018)	RS & AT to arrange a meeting with Programme team and The Commission Leads	23/07/2018		RS/AT	Complete - Fortnightly meetings have been set with the Programme Team
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	Complete

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18 (26/06/2018)	AT to review title of Specialist Public Health Workforce Commission	23/07/2018		AT	Complete
19 (26/06/2018)	MM to make the Knowledge Hub available to commissioning teams	23/07/2018		MM	KHUB will be available shortly
20 (26/06/2018)	RS to create a checklist to identify where a document should be published	23/07/2018		RS	Complete- discussed later under agenda item 5
21 (26/06/2018)	AT to add risk of ISD being majority non - baseline funded	23/07/2018		AT	Complete
<b>May Programme Board</b>					
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. The blog will be published shortly