Public Health Reform
Product Description

Commission/Project: HR arrangements for Public Health Scotland.

Summary: Deliverable 3 addresses Project Objective 1 – to undertake work to describe the current situation with regard to the corporate HR arrangements (including policies, procedures, systems, software, storage, Occupational Health and other HR services) in Health Scotland and Public Health Intelligence, National Services Scotland.

Deliverable 3: Develop a clear understanding of the project teams expectations by undertaking a Discovery Review, setting out the detail of the current internal HR arrangements in both Health Scotland and National Services Scotland. This work will include:

- related research and analysis into existing policies, legal constraints and ongoing business needs, with a focus on identifying and defining the problems which need to be resolved.
- A detailed description of the HR arrangements currently in place.
- If possible, an early statement of any related benefits which should be explored more fully.
- The work may include efforts to identify user views in the form of ‘user stories’ and describe additional activity that may be needed to support transition arrangements.

1. Purpose and scope

The documentation produced for Deliverable 3 will outline the steps taken as part of the Discovery Review and its findings. This deliverable focuses on the delivery of existing HR functions and anticipated transition risks.

2. Product

The Discovery Review will be produced in a format to be decided by the authors, but will describe:

- Outputs – what are the major and minor components of the current internal HR arrangements.
- Outcomes – what are the expected benefits of the project i.e. the project’s overall goal and the related and measureable achievements expected.

3. Contents

The product will contain the following sections:
Current HR services

- Current HR services provided by Health Scotland and National Services Scotland HR staff

Current HR Organisational Structure

- Current organisational structure for HR services in both Health Scotland and National Services Scotland

4. Governance

The discovery review documentation will be produced by the commission project team. The product will be reviewed and approved by the PHR Programme Board.

Distribution

Email to the PHR Programme Team.