Minutes & Actions

Meeting: Public Health Reform Programme Board
Date: Monday 22nd October 2018, 2:00pm to 5:00pm
Location: New Register House, 3 West Register Street, Edinburgh EH1 3YT

In Attendance:

Members
(MB) Marion Bain, Co-Director, Public Health Reform Executive Delivery Group
(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
(LD) Linda DeCaestecker, Directors of Public Health Representative
(GM) Gerry McLaughlin, Business Change Manager, Chief Executive, NHS Health Scotland
(MN) Martin McNab, Society of Chief Officers of Environmental Health Representative
(GO) Geoff Ogle, Public Body Chief Executive, Food Standards Scotland
(SP) Susan Paxton, Scottish Community Development Centre (SCDC)
(AS) Andrew Scott, Senior Responsible Owner, Scottish Government
(KW) Karen Wilson, National Education for Scotland
(JW) John Wood, Senior Responsible Owner, COSLA
(LW) Dr Louise Wilson, Faculty of Public Health Representative

Subject Matter Experts
(AR) Andy Robertson, Corporate IT Project Lead, Public Health Reform

Support
(MM) Mark McAllister, Communications Lead, 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:
Mahmood Adil, Clinical Professionals’ Representative, NSS and Health Scotland
Patricia Cassidy, Integrated Joint Board (IJB) Chief Officer Representative
Paul Dowie, Improvement Services Representative
Itsham Khan, Finance Accountant, Public Health Reform Team
Liz Manson, Community Planning Representative
Chris McGrogan, Project Support Officer, Public Health Reform Team
Eibhlin McHugh, Co-Director, Public Health Reform Executive Delivery Group
Alan Morrison, Society of Chief Officers of Environmental Health Representative
Maggie Sandilands, SOLACE Representative
Robert Skey, Programme Director, Public Health Reform Team
1. **Welcome and Apologies**

GB welcomed those present and noted the apologies.

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

It was agreed the Improving Health Commission update is to be reworded.

The action log was reviewed and amended and actions outstanding are:

**Action 01 (25/09/18)** - PHR team to write to all Health Boards advising them on the decision of Public Health Scotland becoming a Special Health Board

**Action 05 (25/09/18)** - PHR Team to ensure that all areas have an equal opportunity to participate in engagement events.

**Action 06 (25/09/18)** - EDG to engage with staff side reps on what can be done to support engagement.

**Action 07 (25/09/18)** - RS to provide a timeline on PHS legislation activities to the Board.

**Action 08 (25/09/18)** - RR to provide feedback to AT around SPHWC language

With the above noted amendments, the Minutes were agreed as a true and accurate reflection of the meeting.

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

*Executive Delivery Group (EDG) – General Update*

MB spoke on behalf of the EDG. The message being delivered to the Commissions is not to compromise on ambition and that they are not expected to always be able to reach a consensus – the Board expects to have to make decisions to deal with products that reflect a variety of views. The Board agreed this is an important message and would welcome a number of options to be presented to the Programme Board. The options would then be discussed and agreed by the Board which will set direction for the implementation phase of the Programme whilst continuing to engage with the Commissions throughout the journey. This message will be emphasised at the Commission and Project Leads (CPL) meetings to ensure the roles of the Commissions and Programme Board are understood.

MB advised that the current agreed timescales set by the Programme Board are being questioned by a number of commissions. The Board discussed and agreed the need for a clear message to be cascaded to the Commissions that we are working towards agreed timescales and these will not be extended. This will ensure we receive the products this year to allow the implementation to be done in 2019.

MB spoke to the CPL workshop which took place on Thursday 11th October. Two key messages were taken from the workshop. Firstly, staff engagement events are now becoming a key focus for the CPL. They are expressing the need for joint staff engagement events for staff directly involved in the changes. Secondly, CPL are now balancing ambition...
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versus practicalities due to the current timescales set out for the programme. MB asked they are mindful of the need for there to be both a day one ambition and a longer term ambition.

The next phase of the programme will consolidate the work of the Commissions to produce the Target Operating Model. Tim Andrews of Health Scotland has been tasked to deliver this work. The project description will be submitted at the November Programme Board for input.

The Specialist Public Health Workforce Arrangements Commission now has two chairs in place to lead the Commission work. They are establishing a Specialist Expert Advisory Group and have issued requests for representatives to join.

The Public Health Oversight Board (PHOB) will take place on Thursday 25th October with the agenda for the meeting including a session on the Whole System, a session on behaviour science and a session on the overlaps and links within the Commissions.

Summary Report including milestone chart (Paper 2)

AT provided an overview of the dashboard and advised the Board that the overall RAG status is still reporting as green.

AT spoke to the exceptions advising Improving Health, Deliverable 3 has been delayed. It was due on the 12th October and is now being reported as due by 30th November. The reason for the change in deliverable due date is due to resource capacity within the Commission. The change in deliverable 3 will not impact on the remaining timescales. The delay may mean that the target operating model work will need to be postponed until the deliverable has been completed to allow the work on the customer requirements element of report to be populated.

The Improving Services Commission is reporting as amber due to the co-chair stepping down. As they are still delivering to the agreed timescales the Board agreed the RAG status should be amended to green.

Corporate IT Update

AR advised the group he will be presenting the Board his suggestions on taking the project work forward. Currently the project has been tasked to submit a detailed implementation plan by the end of December 2018. The Board agreed to swap out the plan for four sub-projects PIDs which will focus on ensuring everything on the critical path is considered and included as highest priority.

Invites have now been issued for the Corporate IT Reference Group and this group will begin to create a road map of the next few years. Once the Terms of Reference has been produced it will be shared with MC to ensure Staffside are sufficiently represented on the project.

AR is also in discussions with Carol Sinclair of PHI and the Underpinning Data & Intelligence Commission to ensure they are progressing with a joint approach to various ongoing dependencies such as Digital Strategy, SILK and broader IT aspects.

AT advised that the Finance PID will be brought to the November Programme Board for approval.
4. **Specific Commission/ Project Updates**

**Corporate Arrangements**

*WNBOD PID – for input (Paper 3)*

MB advised the EDG does not have any comments on the paper and opened the floor to the Board for comment.

GM and MC queried section 1.5 – The Project Scope. In the out of scope section the third bullet is titled ‘People’. The Board agreed this can be removed as it was not necessary. The Board agreed that the commission should also look at what OD and HR support will be required for staff that will not be transferring to PHS.

The Board agreed this Commission links into the HR project and Corporate Services Project.

The Corporate Services project will need to identify staff that would stay as part of corporate services or would transfer to PHS.

**Action 01 (22/10/18)** – AT will ask Corporate Services to identify staff that will transfer from Corporate Services to PHS.

AT advised the group that a new Commission will be set up that will work on the branding of PHS.

The Board approved the PID on completion of the changes required.

*Accommodation PID – for approval (Paper 4)*

MB advised the EDG does not have any comments on the paper and opened the floor to the Board for comment.

The Board requested a few minor amendments. GO recognised the relationship with this project and the need for the planning work to ensure the organisation is able put in place Agile working for the future.

The Board are content with the PID and agreed work can progress.

**Action 02 (22/10/18)** – AT to amend the Accommodation PID following feedback.

5. **Communications and Engagement update (Paper 5)**

MMcA spoke to this paper emphasising the need and demand for support around staff engagements over the next few months.

Whole System collaborative thinking and working events during October and November will take up a large amount of his capacity.

MMcA advised if anyone required KnowledgeHub access to register using the link on the paper and access will be granted.
SP advised these conversations around engagement with the public have begun and are being driven forward through the PH Priorities team.


Risk 35 will be rescored following discussions and agreement from the Board that the Commissions will not need to have a consensus and should in fact provide options as discussed earlier in the meeting.

Issue 05 is now closed as a new chair has been identified.

7. **AOB**

GB encouraged those able to should attend the Faculty of PH Conference being held on the 1st and 2nd November.

PC advised there is work underway in replacing Health Protection Scotland Web Estate and moving forward in mind of transition to PHS. AR advised this will be picked up under one of the Corporate IT sub-projects.

The Board also discussed Social Media and agreed this should be for PHS Board to agree the strategy.

**Action 03 (24/1018)** – AT to create a log for decisions/actions for PHS Board once created.

Finally, GB advised that with the progression of the Corporate Services work the membership of the Programme Board may change to reflect this.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>01 (22/10/2018)</td>
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<td>02 (22/10/2018)</td>
<td>AT will amend the Accommodation PID following feedback.</td>
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<td>03 (22/10/2018)</td>
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**October Programme Board**

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<td>01 (25/09/2018)</td>
<td>PHR team to write to all Health Boards advising them on the decision of Public Health Scotland becoming a Special Health Board.</td>
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<td>02 (25/09/2018)</td>
<td>CM to amend the minutes of the August meeting to reflect the decision of Public Health Scotland becoming a Special Health Board.</td>
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<tr>
<td>03 (25/09/2018)</td>
<td>CM to add Estates PID as an item for discussion on Octobers Programme Board Agenda.</td>
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<td>04 (25/09/2018)</td>
<td>AT to develop an Estates PID for discussion at the next Programme Board.</td>
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<td>Date</td>
<td>Task Description</td>
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<td>09 (25/09/2018)</td>
<td>RS to provide timelines for the recruitment of the PHS Board to the Programme Board.</td>
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<td>10 (25/09/2018)</td>
<td>MB to seek a summary of Deliverable 2 from the Improving Services Commission.</td>
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<td>11 (25/09/2018)</td>
<td>PHR Team to provide feedback on Deliverable 3 to Improving Services.</td>
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<td>12 (25/09/2018)</td>
<td>EM to provide more detailed feedback to Leadership for Public Health Workforce Development on Deliverable 2 to the Commission.</td>
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<tr>
<td>13 (25/09/2018)</td>
<td>AT to invite Christine McLaughlin to join the Corporate IT Project Board.</td>
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<td>14 (25/09/2018)</td>
<td>JW asked the Board to send all questions in relation to HR for the new body to Kenny Small via email.</td>
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<td>15 (25/09/2018)</td>
<td>AT to redraft the Corporate Services PID and circulate to the Board.</td>
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**July Programme Board**

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<td>02 (23/07/2018)</td>
<td>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.</td>
<td>AT/CM</td>
<td>02/11 - Complete</td>
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<td>06 (23/07/2018)</td>
<td>GM to produce a narrative around the new public health Priorities and the national framework linkages.</td>
<td>GM</td>
<td>02/11 - Complete</td>
</tr>
<tr>
<td>12 (23/07/2018)</td>
<td>AT to speak to PHR Comms team around the production of a checklist for documents to be published.</td>
<td>AT</td>
<td>02/11 - Complete</td>
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