

Public Health Reform – Programme Summary

Designing the body

Communications, Marketing and Engagement

Executive Summary

- PID drafted and submitted to the December PHR Programme Board for approval

Improving Health

Executive Summary

The Improving Health Commission made good progress in November:

- The stakeholder survey achieved a good response rate, especially given the qualitative nature of survey questions (91 responses from a range of sectors)
- Health Scotland engagement sessions held.
- Analysis of feedback from all stakeholder engagement activities included in deliverable 3 (customer requirements)
- Two workshops focussed on customer requirements and future state hosted.
- Revised timeline for submission of deliverable 5 (transition plan) – now 21 December
- Deliverable 3 submitted
- Good progress made on deliverable 4 (future state), on track for submission 7 December (Completed)

Challenges

- Freeing up capacity of project group to contribute to workshops and deliverables.

Improving Services

Executive Summary

- Deliverable 4: Final version sent to PHR team end November
- Deliverable 5: Currently work in progress – On target
- Deliverable 6: Currently work in progress – On target

Leadership for Public Health Workforce Development

Executive Summary

Progress

- A draft version of Deliverable 4 (customer requirements) submitted to PHR team
- Quality Improvement & public health and the shared agenda with the wider workforce was discussed at the project team meeting
- Work and discussion around Deliverables 5 & 6 will begin in December and be submitted by end of December or start of January 2019

Achievements

- Identified gaps in stakeholder engagement plan and assigned project team members to liaise with these groups
- Positive meetings with stakeholders have continued throughout November
- Discussions have started concerning workforce planning and how the commission connects with this

Challenges

- Time to undertake stakeholder and customer engagement

Protecting Health

Executive Summary

- Deliverable 4: Final version signed off and issued to PHR Project Team 30/11 – Complete
- Deliverable 5: First draft issued to Project Board for review 4/12 – On target
- Deliverable 6: Currently being drafted – On target

Research, Innovation and Applied Evidence

Executive Summary

- Fourth meeting of SLWG
- 2 stakeholder engagement events undertaken. Arrangements for 'Event 3', an 'end user' event to take place January 2019 underway.
- Meeting with NSS and Health Scotland took place on 3 December 2018
- Views of academic researchers will be sought in December 2018
- Draft 'leadership' and 'propositions' documents
- Questions from both workshops have been made available via limesurvey to facilitate further engagement and obtain views
- Outputs from all engagement to date
- On-going discussion with relevant stakeholders
- Regular attendance at Commissioner Leads meeting to maintain interface with other Commissions

Target Operating Model

Executive Summary

- SLWG established
- 2nd commission leads workshop arranged
- TOM being drafted
- Comms plan drafted

Underpinning Data and Intelligence

Executive Summary

- Staff engagements carried out on 27/11 (Glasgow and 30/11 (Edinburgh – both with positive feedback).
- Deliverable 4: Final version will be signed off and issued to PHR Project Team 07/12 – In progress
- Deliverable 5: Currently work in progress – On target
- Deliverable 6: Currently work in progress – On target

Corporate Arrangements

Branding and Identity

Executive Summary

- PID approved at November PHR Programme Board
- Date for first project team meeting identified (16/1)
- Terms of reference in draft

Corporate IT

Executive Summary

- Concluded a series of technical workshops and will look to establish project teams and develop work plans to deliver each of the three work packages identified over the coming weeks.
- The newly formed IT & Digital Governance group met for the second time.
- The team facilitated a discussion at the Commission and Project Leads meeting on the 3rd December to scope future opportunities and needs from each of the commissions. The outputs from this discussion will feed into deliverables 11-14.
- Objective 3 is in progress and has been delayed slightly due to the ongoing dependency on gathering requirements from other commissions.
- It was also agreed that objective 4 (implementation plan) would be delayed until Summer 2019, where we will have further detail on the landscape of PHS.

Challenges

- Resourcing for the individual work packages
- Dependencies on other commissions to provide their requirements.
- These have been raised and discussed with the Programme Board and the appropriate mitigation plans have been put in place to minimise risks.

Corporate Services

Executive Summary

- The Project Team held its first meeting on the 23rd November
- **Acknowledging the involvement of external organisations, there was discussion and agreement around the proposal to change the name from a Project Team, to a Project Reference Group.**
- **Valuable discussion was also had towards finalising the draft Terms of Reference and Outline Delivery Plan with consensus that a number of the objectives and timelines should be adjusted. Amended versions of both documents will be shared at the 7th December meeting for discussion, and Cath Denholm will propose an adjusted timeline to the PHRPB on the 17th December.**
- The group also reviewed and discussed the draft document for sharing the required and current list of corporate services. Further work will be carried out to this Framework document, prior to sharing with the PHR team.

Budgets and Financial Management

Executive Summary

- PID drafted and approved by PHR board on 17 December 2018.
- Mobilisation of the team is underway, and an initial meeting will be scheduled prior to the Christmas break.

Governance and Accountability

Executive Summary

Paper 2 – PHR Programme Summary Report – December 2018
Public Health Reform Programme Board – 17th December 2018

- The advertisement for recruitment of the Chair has now closed and the pre-sift of applications and shortlisting will be completed by 11th December.
- Current timelines will see the Chair appointed by 1 March 2019, followed by the Chief Executive by Spring 2019 and Board Members by 1 July 2019.
- The Memorandum of Understanding between Public Health Scotland, SG, COSLA and other stakeholders has been drafted.
- The policy team are currently developing a skills matrix to ensure the correct skills, knowledge and experience are met for the Board and Executive team

Legislation

Executive Summary

- The Public Consultation is taking final comments and authorisations with a view to publication in December – the delay in issuing has caused a slight shift in deliverables, but the team are confident that timescales will be recovered.
- The Parliamentary handling plan is currently being drafted with SGLD
- Orders are in the process of being drafted, with the first order due to be laid on 18th February 2019 (The Public Health Scotland Order).

Challenges

- Ongoing issues remain around capacity and engagement of the SGLD

Organisational Development – Developing Values

Executive Summary

- High proportion of PHI and HS staff engaged or completed the online survey, gathering data on current cultures and desired culture and values for PHS (see response rate above).
- Four staff engagement sessions completed in November to around 250 PHI and HS staff.
- High staff engagement so far provides confidence into the findings of our current culture and values, providing a good baseline of where we are now and where we want to be in the future.
- Hopes for the future across PHI and HS so far are not too dissimilar and joint working/engagements seem to be welcomed, which is positive for future interventions.
- Findings of recent survey on culture and values to be issued to staff in December in a digital format as an additional method to engage with staff on the current cultures and future culture/values.
- Work underway to present and discuss high level findings of survey and staff engagement sessions with PHI's SMT and HS' CMT in joint session on 18 December.
- Management/leadership sessions agreed for end of January in PHI to be mirrored in HS to gauge what type of support managers require to lead their staff through the change and transition to PHS.
- Knowledge package ready to be shared with various audiences including commission leads, PHI's SMT and HS' CMT, the Oversight Board and PHR Executive Team based on learning from recent mergers, best practice and an evidence-informed review of where we are now
- Plans for PHI's self-assessment against the European Foundation for Quality Management (EFQM) are underway with PHI's Senior Team on 15 January to understand current strengths and areas for improvement.
- PHI staff identified to gather some initial data in advance of above session on specific approaches, e.g. customer engagement.

Whole System

Specialist Public Health Workforce Arrangements

Executive Summary

- Specialist Expert Advisory Group has been established, and will meet for the first time next week (10th/11th December) at the planned residential workshop. Terms of reference have been drafted and have been submitted to PB (deliverable 2).
- Timelines for the completion of deliverables have been agreed by the core planning group, and the Commission Brief document has been updated to reflect these.
- Ahead of the workshop a number of background materials have been developed including a review of Public Health Models in use across the UK currently, and an initial rapid review of the legislative landscape; which will help to inform development of options/proposals for how SPHW arrangements could be delivered across Scotland.
- The workshop will focus on developing potential options for future models for the SPHW function and high-level analysis of these.

Challenges:

- There have been some challenges around identifying representatives from professional groups to join the Specialist Expert Advisory Group due to capacity of members.