



Programme RAG Status		Number of open risks			Number of open issues			
Amber		3 (3)	22 (20)	22 (21)	12 (6)	2 (1)	2 (1)	0 (0)
Programme Summary	<p>Delays are still being experienced across a number of workstreams:</p> <p>The Cabinet Secretary and COSLA Leaders have agreed to extend the launch of PHS to 1st April 2020 however the scope has yet to be agreed meaning that we cannot progress with recruitment of the Chair and Chief Executive posts and staff consultation.</p> <p><b>Public Health Scotland</b></p> <ul style="list-style-type: none"> <li>• <b>Legislation</b> – Public consultation paper still awaiting sign off from the Cabinet Secretary. The PHR Team are working to address some the concerns raised.</li> <li>• <b>Recruitment</b> – The Chair advert has been delayed until mid-May, due to the consultation document being delayed. The Chief Executive advert is expected to be advertised mid May.</li> <li>• <b>Day 1 TOM 2.0</b> has been shared with the PHR Programme Board for the end of April.</li> <li>• <b>IT &amp; Digital</b> - Progress continues. The IT lead is reviewing what can be delivered with a restricted budget and will feedback to the PHR Team with what this looks like and the risks associated with reducing the funds. Servers will be in place 3rd May.</li> <li>• <b>HR</b> - Formal consultation document has been drafted and the project is on track to start formal consultation 1st May 2019</li> <li>• <b>Finance</b> - Progressing with benchmarking finance systems and processes and have fed day 1 requirements into the Corporate Services project.</li> <li>• <b>Corporate services</b> have drafted the design brief for completion by NSS and HS along with a draft newsletter which will be issued monthly. A communication has also been issued to Corporate Services staff following the April programme board.</li> <li>• <b>Accommodation</b> is on track with day 1 requirements being worked up by NSS and the Accommodation project team.</li> <li>• <b>Communications, Marketing and Engagement</b> work continues on a day 1 struture for PHS.</li> <li>• <b>Branding &amp; Identity</b> are taking forward the development of 3 branding options for PHS.</li> <li>• <b>PHS Board and Committee Governance</b> are developing an as-is comparison of governance within HS and PHI and have established a Reference Group.</li> <li>• Work on developing the <b>Memorandum of Understanding</b> between Scottish Government and COSLA has also commenced.</li> </ul> <p><b>Programme Arrangements</b></p> <ul style="list-style-type: none"> <li>• Work is progressing to understand the financial ask to deliver the new body and projects have been asked to share their estimated costs for 2019/20 with a summary being shared with the April Programme Board</li> <li>• A draft terms of reference has been produced for a group called the Public Health Scotland - Executive Management Group and has been shared with the April Programme Board for approval.</li> </ul> <p><b>Whole System</b></p> <ul style="list-style-type: none"> <li>• The SPHWA have completed the final report which has been shared with the PHOB and April Programme Board.</li> </ul> <p><b>All PHS projects have raised concerns around capacity to deliver and duplication of effort with the Corporate Services work.</b></p> <p><b>As a result of significant delays the Programme is currently sitting at a Red status until key decisions around the Public Consultation have been made by the Cabinet Secretary.</b></p>							



Commissions/ Projects	Leads	Public Health Scotland								
		Overall RAG	Number of open risks			Number of open issues				
Leadership for public health workforce development	Health Scotland / Improvement Service/ NHS National Education for Scotland	Green (G)	0 (0)	1 (2)	0 (0)	0 (0)	0 (0)	2 (2)	0 (0)	0 (0)
Summary	<ul style="list-style-type: none"> <li>Work continues on Deliverable 5 which will be submitted mid May.</li> </ul>									
Public health research, innovation and applied evidence	ScotPHN	Complete	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Summary	<ul style="list-style-type: none"> <li>The final version of the LPHRIAE report submitted to the April Programme Board.</li> </ul>									
Target Operating Model	PHR Team	Green (G)	0	1	8	0	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>Day 1 TOM 2.0 shared with April Programme Board.</li> </ul>									



Commissions/ Projects		Public Health Scotland - Corporate Arrangements								
Accommodation	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green	1	4	0	0	0	1	0	0
Summary	<ul style="list-style-type: none"> <li>Approval by the March PHR Programme Board around the Day1 requirements.</li> <li>A series of potential options have been developed by NSS Facilities team, in order to set out high-level indicative costs (based of previous office fit-out/relocation projects) to allow the PHR team to establish their preferred option(s) for Gyle and Meridian Court Accommodation.</li> <li>Once preferred options are established, these will be developed in further detail and presented to the NSS Infrastructure Board for approval.</li> <li>Staff Engagement sessions have been held in both Gyle and Meridian Court, where staff were given the opportunity to ask questions and feedback around the Accommodation Project via Sli.do. These questions have been collated and the PHR Accommodation team are responding to these, in order to provide an updated FAQ document for staff.</li> </ul>									
Branding and Identity	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green	0 (0)	5	2	1	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>Jane Weir has agreed to chair the Branding &amp; Identity Project Team</li> <li>The BIPT chose three options which will be further developed by APS to be presented on 26th April</li> <li>JUMP has been chosen to take forward the research of the three developed Branding options</li> </ul>									
Budgets and Financial Management	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green	0	2	0	0	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>The project team met on 5th March 2019 for a detailed planning session, which enabled the scope and timelines within the initial project plan to be challenged, clarified and amended as necessary, and a delivery approach, individual responsibility for delivery clearly articulated amongst the team.</li> </ul>									
Strategic Staff Communications & Engagement Group	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green	0	0	4	0	0	1	0	0
Summary	<ul style="list-style-type: none"> <li>The group has divided into two so that the SCEG is now supported by an Operational Delivery Group. Safia Qureshi will chair the SCEG and Sue Hutchison will chair the Delivery Group. The original group were thanked for the volume of good work achieved under a critical eye and areas for improvements were discussed and agreed.</li> <li>These groups will continue to meet fortnightly with Sue attending both as the link between each group.</li> <li>The group agreed to produce a monthly newsletter for all staff following each PHR Programme Board. The PHRPB have agreed to supply key messages to be shared.</li> </ul>									
Communications, Engagement & Marketing	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green	0	0	4	0	0	1	0	0
Summary	<ul style="list-style-type: none"> <li>The group held a productive full day session in the Jury's Inn on the 9th April. The research outputs from SMG and Jump were presented in the morning, and we were joined by several Communications, Marketing and Branding colleagues from NHS NSS and NHS Health Scotland.</li> <li>The afternoon session was for CEM group members, and the outputs from this will be used to inform the next deliverables. This included a proposed strawman structure for the new body, to support the successful delivery of the CEM functions, and a review of the skills required to deliver these services.</li> </ul>									
IT & Digital	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green (G)	1 (0)	2 (1)	1(2)	0	0	1	0	0
Summary	<ul style="list-style-type: none"> <li>The Project Team have completed a series of technical workshops to provide the detail required for Objective 2, "define the immediate IT requirements Public Health Scotland will require in order to deliver its functions on vesting day." Dedicated project teams have been established to deliver the defined requirements through three work packages.</li> <li>Establishment of a IT and Digital Governance Group to provide direction on strategic roadmaps and future needs, as per requirements for future deliverables.</li> <li>Stakeholder engagement at strategic level is ongoing, in order to ensure that PHS's roadmap aligns with Digital and eHealth Government strategies.</li> </ul>									
Corporate Services	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Amber (A)	0	5 (5)	0	0	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>The draft Outline Service Design Brief for the five corporate services (HR, Finance &amp; Legal, IT, Procurement and Operational Facilities Management) has now been developed and shared with colleagues from NSS and the PHR Programme Board (PB). <ul style="list-style-type: none"> <li>A half day workshop has been arranged for Design Leads and relevant Project Leads to come together on 23 April to update on progress to date for the workstream they are leading on. The purpose of this workshop is also to provide leads with an opportunity to share any challenges they are facing, support required, risks/interdependencies, etc. and space to share information with other leads and relevant project leads.</li> </ul> </li> <li>A corporate services newsletter has been developed, which aims to provide brief monthly updates, including key decisions to staff on each of the 13 workstreams that form the Corporate Services Design element of the Corporate Services Project. The design of this newsletter is just being finalised with a look-and-feel that can potentially be used across a range of change and transition work so staff can more easily identify the topic. The newsletter will also include points of contact for staff, including names of leads and corporate services project members so they know who to contact for further information or queries.</li> <li>Discussions are taking place to organise a separate workshop for members of the HR Workstream and PID. The aim is for this to take place in May so these groups can discuss and develop common areas of work. <ul style="list-style-type: none"> <li>A communication was issued to corporate services staff following the PB on 28 March to let staff know that eight of the 13 workstreams would be provided from within PHS on Day One and the remaining five are in scope for being offered to at least some extent as a shared service by NSS.</li> </ul> </li> </ul>									
Governance and Accountability	Public Health Reform Team	Overall RAG	Number of open risks				Number of open issues			
		Amber (A)	2 (0)	2 (2)	0 (1)	1 (0)	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>The package of Orders to establish Public Health Scotland should be laid in early 2019, with all functions conferred and the body fully operational from 1 December 2019. The Chair should be appointed at least 6 months prior to this, followed by the Chief Executive and Board members.</li> <li>The Project Team has successfully met with Public Appointments and NHS governance colleagues, completed the Chair application pack and issued the Chair advert, identified the chair recruitment round interview panel, sent two submissions to Ministers informing them of the round, completed the first draft of consultation and corresponded with the Public Appointments Commissioner on expediting the appointments process.</li> </ul>									
HR for the New Body	Jacqui Jones, NSS	Overall RAG	Number of open risks				Number of open issues			
		Green (A)	0	1 (2)	1 (1)	2 (1)	0	2	0	1
Summary	<ul style="list-style-type: none"> <li>Draft Formal consultation document has been co-developed between NSS and Health Scotland HR teams in partnership with Trade Unions.</li> <li>Scope and process involved matching Senior Management posts has been developed further, following feedback from the March PHR Programme Board.</li> <li>Discussions around HR and Workforce systems has commenced with both the PHR IT &amp; Digital project team, and with eESS Operation Group and Payroll leads to understand dependencies, technicalities and potential costs involved in further detail.</li> </ul>									
Legislation	Public Health Reform Team	Overall RAG	Number of open risks				Number of open issues			
		Red (A)	0	2 (1)	1 (1)	1	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>Initial policy instructions and parliamentary handling advice have been drafted and detailed Scottish Government Legal Department (SGLD) input has begun.</li> <li>A public consultation has also been drafted, which should issue for 6 weeks once approved (publication dependent on Ministerial decision). The Order to establish Public Health Scotland should be laid in September 2019, with all functions conferred and the body fully operational from 1 April 2020.</li> </ul>									
PHS Board & Committee Governance	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green	0	0	3	1	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>The team have worked collaboratively to create an As-Is comparison document on the current set up of Boards and committees within NSS and HS.</li> <li>A reference group has been formed with the first meeting scheduled for Tuesday 30th April 2019</li> <li>A delivery team has been established</li> </ul>									
Workforce – Organisational development	NSS / HS	Overall RAG	Number of open risks				Number of open issues			
		Complete	0	1(0)	3(0)	0	0	0	0	0
Summary	<p>The Commission has revised the way it will work this year, meeting monthly rather than fortnightly as a full commission to provide oversight and strategic direction to the subgroup. The subgroup will meet weekly to focus on planning and delivery of prioritised activities but continuing to work closely with the full commission, making recommendations for their approval where required.</p> <p>A member of the Strategic Staff Comms and Engagement Group (SCEG), Craig Mackay will now attend Commission and sub-group meetings to provide comms expertise and SCEG insights to our work.</p>									



Commissions/ Projects	Whole System									
Specialist Public Health Workforce Arrangements	PHR Team	Overall RAG	Number of open risks				Number of open issues			
		Green	0	1(2)	1(0)	6	0	0	0	0
Summary	<ul style="list-style-type: none"> <li>• Extensive stakeholder engagement has been completed across a wide range of stakeholders and local teams around the options and the process used to develop these. The feedback received has been very detailed and helpful in developing the final recommendations and findings for the Commission.</li> <li>• A Peer Review Group has also completed its work in reviewing the options and development process.</li> <li>• The final Deliverable 4 paper for the Commission has been developed outlining options development, stakeholder engagement and final findings from the process.</li> </ul>									



