

# Agenda

**Meeting:** Public Health Reform Programme Board  
**Date:** Thursday 2<sup>nd</sup> May 2019, 10.30 – 16.00  
**Location:** Apex Waterloo Place Hotel, 23-27 Waterloo Place, Edinburgh EH1 3BH

## Attendees:

### Members

Alan Aitken, COSLA Representative (on behalf of John Wood)  
Marion Bain, Co-director, Public Health Reform Executive Delivery Group  
Gareth Brown, Public Health Reform  
Michael Craig, Trade Unions' Representative  
Phil Couser, Business Change Manager, Director of Public Health and Intelligence, NHS National Services Scotland  
Paul Dowie, Improvement Services Representative  
Derek Grieve, Senior Responsible Owner, Public Health Reform  
Gerry McLaughlin, Business Change Manager, Chief Executive, NHS Health Scotland  
Eibhlin McHugh, Co-director, Public Health Reform Executive Delivery Group  
Susan Paxton, Scottish Community Development Centre (SCDC)  
Andrew Scott, Senior Responsible Owner, Public Health Reform  
Hugo van Woerden, NHS Territorial Board representative (on behalf of Iain Stewart)

### Subject Matter Experts in attendance

Mahmood Adil, Clinical Professionals' Representative, NSS and Health Scotland  
Linda DeCaestecker, Directors of Public Health Representative  
Alan Morrison, Society of Chief Officers of Environmental Health Representative (T/C)  
Heather Peace, Head of Nutrition, Science and Policy (on behalf of Geoff Ogle)  
Ruth Robertson, NHS Education for Scotland (in place of Karen Wilson)  
Louise Wilson, Faculty of Public Health Representative

### In attendance

Tim Andrew, Target Operating Model Project Lead  
Cath Denholm, Corporate Services Project Lead  
Lyndsay Lauder, HR Assurance, General Health & Social Care  
Carolyn Low, Finance Project Lead  
Dona Milne, Specialist Public Health Workforce Arrangements Commission Lead  
Mary Morgan, NSS Representative  
Andy Robertson, Corporate IT Project Lead  
Aileen Stewart, HR Lead (on behalf of Jacqui Jones)

### Support

Mark McAllister, Communications Lead, Public Health Reform Team  
Paula Robertson, Programme Support Officer, Public Health Reform Team  
Robert Skey, Head of Public Health Reform, Scottish Government  
Amanda Trolland, Programme Manager, Public Health Reform Team

### Apologies

Patricia Cassidy, Integrated Joint Board (IJB) Chief Officer Representative  
Jacqui Jones, HR Lead  
Martin McNab, Society of Chief Officers of Environmental Health Representative  
Geoff Ogle, Public Body Chief Executive, Food Standards Scotland  
Maggie Sandison, SOLACE Representative  
Iain Stewart, CEO NHS Highland  
Audrey Sutton, Specialist Public Health Workforce Arrangements Commission Lead  
Karen Wilson, National Education for Scotland  
John Wood, Senior Responsible Owner, Public Health Reform

<b>1</b>	<b>Welcome and Apologies</b>	DG
<b>2</b>	<b>Minutes of the Last Meeting</b> ( <i>Paper 1</i> )	DG
<b>3</b>	<b>Matters Arising</b>	MB
	<ul style="list-style-type: none"> <li>Briefing note to Public Health Reform SROs - (<i>Paper 2</i>) – For discussion</li> </ul>	
<b>4</b>	<b>Whole System</b>	
	<i>Specialist Public Health Workforce</i> <ul style="list-style-type: none"> <li>Presentation</li> <li>Final report - (<i>Paper 3</i>) – For discussion</li> </ul>	DM
<b>5</b>	<b>Programme Performance Monitoring / Management</b>	
	<ul style="list-style-type: none"> <li>Executive Delivery Group – <i>Verbal Update</i></li> <li>Summary of progress since last meeting – (<i>Paper 4</i>) – For information</li> <li>Risk Report – (<i>Paper 5</i>) for discussion</li> </ul>	MB AT AT
<b>6</b>	<b>PHR Programme Finance</b>	AG
	<ul style="list-style-type: none"> <li>2019/20 Finances – (<i>Paper 6</i>) – For discussion</li> </ul>	
<b>Lunch</b>		
<b>7</b>	<b>Design of Public Health Scotland</b>	
	<i>Target Operating Model</i> <ul style="list-style-type: none"> <li>Target Operating Model 2.0 – (<i>Paper 7</i>) - For discussion</li> </ul>	MB/TA
	<i>Leadership for Research, Innovation and Applied Evidence</i> <ul style="list-style-type: none"> <li>Final report – (<i>Paper 8</i>) – For information</li> </ul>	MB
<b>8</b>	<b>PHS Corporate Arrangements</b>	
	<i>Branding</i> <ul style="list-style-type: none"> <li>Draft options - (<i>Paper 9</i>) – For discussion</li> </ul>	AT
	<i>HR</i> <ul style="list-style-type: none"> <li>Programme Board Update - (<i>Paper 10</i>) – For discussion</li> <li>Senior Management Posts – (<i>Paper 11</i>) – For discussion</li> </ul>	AS
	<i>In house services</i> <ul style="list-style-type: none"> <li>Corporate Services design brief - (<i>Paper 12</i>) – For discussion</li> </ul>	CD
	<i>Corporate Service Provision</i> <ul style="list-style-type: none"> <li>Presentation</li> <li>Counter Fraud and Central Legal Office Proposal – (<i>Paper 13</i>) – For approval</li> </ul>	MM
<b>9</b>	<b>Learnings from other PH organisations (PHE &amp; PHW)</b>	MA
	<ul style="list-style-type: none"> <li>Presentation</li> </ul>	
<b>10</b>	<b>Any Other Business</b>	ALL
<b>10</b>	<b>Date of next meeting – Tuesday 28<sup>th</sup> May 2019, 1pm – 4pm, St Andrew's House, Edinburgh Rooms A&amp;B</b>	