SCOTTISH (MANAGED) SUSTAINABLE HEALTH NETWORK (SMaSH)

TERMS OF REFERENCE

Vision

An active public health network incorporating a wide range of partners, will maximise health and equity by addressing the urgent challenges of climate change and environmental sustainability, working collaboratively to lead, innovate and motivate change across NHS systems.

Remit of SMaSH

Its remit is to identify the key tasks, resources, means and mechanisms to make health systems sustainable, ensuring the improvement of health and the reduction of health inequalities during the transition to sustainability.

It will establish a foundation for a programme of work on environmental sustainability and climate change in Public Health Scotland.

A Steering Group will exist to support and progress the work of the wider network.

The Steering Group will:

- Provide leadership through the SMaSH network to the wider system to embed sustainability in all practice;
- provide opportunities to highlight (to Scottish Government, NHS Boards and other statutory agencies) the role that health has to play in sustainable energy and resource use, reductions in environmental vulnerability, and realising the potential for health co-benefits. Stakeholder reach will be considered for each project;
- support collaboration throughout the whole system of public health to ensure timely and effective addressing of issues;
- build capacity and capability in the workforce through the development of education and training; and
- provide a mechanism for horizon scanning, seeking the views of the wider network to ensure its work programme remains relevant.

The SMaSH network will provide:

- A forum for sharing information between individuals and organisations across Scotland;
- opportunities to encourage and coordinate good/innovative practice; and

- links between national and local.

The remit will be reviewed every two years by the SMaSH Steering Group and in consultation with network members.

Steering Group

Role

The SMaSH Steering Group will provide multi-agency input, guidance, governance and quality assurance for SMaSH. Foremost it will ensure delivery of any work undertaken by members of SMaSH. It will provide the link to the Scottish Directors of Public Health. It will ensure the overall success of the network.

Membership

Members will be drawn together from the key organisations responsible for delivering sustainability and strategic planning within the NHS, those with an expertise in this area and those most relevant to the implementation of the SMaSH remit.

The organisations are:

Constituency
Public Health and Ecological Public Health: • NHS Board • National Services Scotland (Health Facilities Scotland, Health Protection Scotland) • Special boards (NHS Health Scotland, HIS) • ScotPHO and ScotPHN • Specialist trainees
Voluntary sector
SNIFFER
SEPA
SNH
Sustrans

SMaSH will work with key collaborators, including the following, to ensure its outputs have impact and co-benefits are realised:

Key Collaborators
Scottish Government
General Practice
Local Authorities (COSLA)
Academia
Public Health Networks and Special Interest Groups

Steering group meetings

The steering group will meet, at least, quarterly. The purpose of these meetings will be to:
- Review and monitor the progress of projects;
- develop the work programme, including prioritisation of projects and identification of future projects;
- ensure that any relevant governance arrangements are met;
- quality assure the work and any outputs;
- sign off completed work;
- plan communication activities, including dissemination of completed work;
- assess the impact of projects; and
- Identify resources, including personnel, to undertake projects.

In addition to undertaking these tasks, steering group members will:

- Provide practical support and advice to other steering group members when undertaking projects;
- share their knowledge and expertise with the steering group;
- facilitate links with other organisations and individuals relevant to SMaSH's work;
- assist in the identification of resources, including personnel, for undertaking projects; and
- participate in ad hoc communication regarding SMaSH projects, to ensure progression of work between quarterly meetings.

Organisational Structure

The day-to-day running and administration of the SMaSH will be undertaken by ScotPHN; this will be for an interim period until the viability of the network is established and it is self-sustaining. ScotPHN's lead consultant, manager and administrative staff will support the work of SMaSH. This will include input and

guidance in steering group meetings, and coordination of activities and meetings.

The Steering Group will govern SMaSH's processes and provide quality assurance of its outputs.

Accountability

The SMaSH will be accountable to the Scottish Directors of Public Health (SDsPH). ScotPHN will provide the link between SMaSH and the SDsPH. The SMaSH Steering Group will provide the SDsPH with an annual report.

Chair

The chair of the Steering Group will be nominated by members of the Steering Group for a 2-year period renewable for one further period of 2 years.

Stakeholder Input

In order to achieve its remit, continued engagement with as wide a stakeholder group as possible is vital. It is proposed that SMaSH will hold an annual stakeholder event to ensure continued engagement and input from members.

Projects

The Steering Group will prioritise areas of work for the SMaSH and form project groups to undertake discreet projects.

Project groups will be supported by the ScotPHN and will adhere to its project methodology (adapted from Prince 2).

Each project will be sponsored by a member of the Steering Group. The project sponsor will provide oversight to the project, ensuring its timely progression and helping to resolve any issues that may occur.

Intellectual Property

Intellectual property rights for outputs produced by SMaSH will normally be assigned to NHS Health Scotland (the host organisation for the Scottish Public Health Network), with the agreement of the author or the author's employer as appropriate.