

Terms of Reference

Leadership for Public Health Research, Innovation and Applied Evidence Commission Short Life Working Group

1. Name of Group
Leadership for Public Health Research, Innovation and Applied Evidence
2. Purpose of group
On behalf of the Scottish Public Health Network (ScotPHN) to oversee and deliver the “Leadership for Public Health Research, Innovation and Applied Evidence” issued by the Scottish Government and COSLA by undertaking work to plan for a public health research, innovation and applied evidence function at national level within the new public health body; and in turn, describe how this will support and enable activities at the regional and local level across the wider Scottish public health system and engagement with the UK research funding and public health research landscape.
3. Role and Remit of group
<p>The Short Life Working Group is the decision making body responsible for the delivery of this commission. It will work with a Wider Stakeholder Group (WSG) comprising key stakeholder representatives and which will be the main mechanism to facilitate appropriate stakeholder engagement across the very wide range of interests relevant to this commission. The WSG will be a virtual group where members only meet in person to develop ‘proposition’ papers and at the workshops required by the commission.</p> <p>The Short Life Working Group will identify and engage with the WSG throughout the development of deliverables and before submitting them to the Scottish Government and COSLA Public Health Reform Team.</p> <p>The SLWG is responsible for the tasks listed below:</p> <ol style="list-style-type: none"> 1. Leadership of the commission including setting and oversight of the nature and scope of the work required to respond to the commission and the time required to achieve the desired objectives; 2. Ensure that the objectives set for the commission are achieved in a collaborative and transparent manner; 3. Develop all deliverables documentation, via a mechanism that ensures genuine and appropriate consultation takes place and to respond responsibly to feedback received; 4. Take into account all relevant supporting work including the blueprint for Public Health Reform and the public health priorities; 5. Ensure that the deliverables are achieved in a timely manner; 6. Report progress on a monthly basis to the Public Health Body Programme Board, the Scottish Government and COSLA Public Health Reform Team, and the WSG; 7. Develop and agree a project plan and seek approval for any deviations from the SG PHR team; 8. Ensure that the risks are being tracked and managed effectively; and 9. Authorise submission of the deliverables and project closure.

4. Membership

Name	Role	Responsibilities
David Hunter	Independent Chair	<ul style="list-style-type: none"> • Chair Short Life Working Group • Provide independent arbitration to the range of views likely to be received by the commission • With the ScotPHN Lead, responsible owner for commission and accountable for all deliverables • Maintain momentum on project • Identify risks/issues/exceptions in a timely manner and mitigate them • Share successes/learning • Report progress to the Programme Board and the PHR project team • Accountable for the delivery of the PHR project objectives and deliverables • Ensure engagement with WSG takes place
Phil Mackie	ScotPHN Lead	<ul style="list-style-type: none"> • With independent chair, responsible owner for the commission and accountable for all deliverables • Maintain momentum on project • Identify risks/issues/exceptions in a timely manner and mitigate them • Share successes/learning • Report progress to the Programme Board and the PHR project team • Accountable for the delivery of the PHR project objectives and deliverables • Enable the Project Board's work, through collating advice and representing colleagues • Engages with the WSG as required
Andrew Fraser	NHS Health Scotland Chair Scottish Directors of Public Health	<ul style="list-style-type: none"> • Represent constituency • Provides expertise • Supports independent chair and ScotPHN Lead to deliver the commission • Provide information on existing arrangements • Participate in engagement events, co-ordinating constructive input. • Ensure strong linkages with PH professional groups of several disciplines • Enable the group's work, through collating advice and representing colleagues.
Tom Barlow	Senior Research Manager, CS Office (Health Improvement, Protection and Services Research, Bio-repositories, Health Informatics Research, Research Units), Scottish Government Scottish Government	As above
Laurence Moore	University of Glasgow / MRC/CSO Social and	As above

	Public Health Sciences Unit	
Harry Campbell	University of Edinburgh / Usher Institute of Population health Sciences & Informatics	As above
Mahmood Adil	Public Health & Intelligence, NHS National Services Scotland	As above
Alison MacCallum	Director of Public Health, NHS Lothian /SDsPH lead for academic PH	As above
Emily Tweed	University of Glasgow Clinical Lecturer in Public Health / StR in Public Health nominee,	As above
Penni Rocks	Digital delivery / Information governance for research	As above
Steven Marwick	Evaluation Support Scotland (ESS) / Third Sector Research Forum	As above
Ann Wales	Knowledge mobilisation	As above
Gerry McCormack (TBC)	Improvement Service	As above
Ann Conacher	Operational lead for ScotPHN	<ul style="list-style-type: none"> • Support independent chair and ScotPHN lead to deliver Commission • Provide project management • Support members of the Short Life Working Group to deliver its objectives • Supports the programme's vision • To manage delivery of engagement events • Engage with members of the WSG as required
TBC, Project Support Officer	Programme Support	<ul style="list-style-type: none"> • Supports the Project Manager in the delivery of the project

Representatives from HR, staffside, finance, IT will be asked to attend the engagement events meetings as required.

Group membership may be modified during the course of the project as appropriate. Other relevant organisations and groups will be consulted, or co-opted, as the work of the Group progresses.

Membership of the WSG is listed separately.

5. Timeline for Protecting Health Commission

Deliverable	First draft for review	Final deadline
Documentation setting out membership of the working group, definitions of what will be considered		22 May 2018

within 'research', 'innovation' and 'applied evidence' and a timeline for draft and final deliverables.		
Documentation outlining proposals for wider stakeholder involvement in designing proposals for the new body.		15 June 2018
Stakeholder engagement events		August 2018 (date TBC) Sep/Oct 2018 (date TBC)
Documentation outlining options/ proposal for how the leadership in public health research should be delivered in the new body and any associated timescales, costs and resources required.		Interim 19 December 2018 Final 31 March 2018

5. Decision Making

The Short Life Working Group is the decision making body for this commission and all decisions made by the group will be documented appropriately by the project manager. In circumstances where the group are unable to come to a consensus, the independent chair has the authority to make the final decision.

7. Governance

The governance structure for this commission is as follows:

- The Short Life Working Group has responsible decision making in relation to the commission's deliverables and the development and execution of the strategies, direction and management needed to achieve them; and
- The WSG will provide advice and give guidance to the Short Life Working Group within their area of expertise. Members will contribute to proposition papers and workshops.

The Short Life Working Group will report: (1) via their own internal governance structures; and (2) to the programme board via the programme team. Monthly progress reports will be submitted to Amanda Trolland in the programme team.

8. Meetings

Meetings will occur on a regular basis, probably 4-6 weekly, to meet the needs of the commission's deliverables.

The location of the meetings will be alternate between Glasgow and Edinburgh. Teleconferencing and VC facilities will be available.

9. Minutes / Action Notes, Agendas and Papers

Agenda, papers and Action Logs will be distributed in advance of each meeting. Action notes will be drafted by the ScotPHN and agreed by the group. All minutes and action notes will be circulated no later than five working days after each meeting.

10. Confidentiality

Papers, unless otherwise stated, from these meetings are available for review upon request and will be held in a shared folder accessible through a password control microsite. Please contact the Programme Manager / Project Support Officer if access is required.

11. Lifespan

The lifespan of the Short Life Working Group will be determined in deliverable 1.

12. Review

The Short Life Working Group will review its Terms of Reference half way through the commission.

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Version:	Date:	Summary of Changes:	Name:	Changes Marked:
v0.0	11.5.18	To outline role of Short Life Working Group		
v1.1	22.5.18	Updated in line with SLWG revisions		
v1.2a	18.6.18	Updated with final SLWG membership		

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