

# SCOTTISH PUBLIC HEALTH NETWORK

## TERMS OF REFERENCE

### Scottish Directors of Public Health

The ScotPHN is accountable to the SDsPH for delivery of its work programme and outputs. The SDsPH will be accountable for all ScotPHN outputs and as such will review and approve all project outputs prior to release. A DPH project sponsor will be assigned to ScotPHN projects. The project sponsor will be responsible for any arising issues from output release eg media enquiries.

### NHS Health Scotland

All ScotPHN's staff are employed, accommodated and supported by NHS Health Scotland and are required to adhere to its policies and procedures. All funding for ScotPHN forms part of NHS Health Scotland's financial allocation and its use will be subject to the relevant standing financial instructions. The day-to-day management of the network will be undertaken by the Lead Consultant and the Manager, reporting to the Director of Public Health Science. Intellectual property rights for ScotPHN's outputs will normally be assigned to NHS Health Scotland, with the agreement of the author or the author's employer as appropriate.

### Executive Board

The Executive Board will be responsible for the progression of ScotPHN's work programme, its governance, and the quality assurance of ScotPHN's outputs. Its membership will include the two stakeholders that have responsibility for the ScotPHN ie NHS Health Scotland and the SDsPH. The ScotPHN lead consultant and manager will be members. As will one other key public health stakeholder.

The Executive Board will meet every two months to:

- Review progress against ScotPHN's work programme and development
- Monitor progress of projects
- Ensure governance arrangements are being met
- Quality assure processes
- Sign off final project outputs
- Set budget

The Executive Board will provide the link between ScotPHN and the SDsPH Group. The Executive Board will ensure that ScotPHN fulfils its part of the Memorandum of Understanding in place between ScotPHN and NHS Health Scotland.

### Advisory Board

The advisory board will provide multi-agency input and guidance; it will advise on the setting of overall direction and prioritisation and performance of the ScotPHN work programme. It will contribute to the continued development of the ScotPHN.

It will meet thrice per annum to:

- Identify and prioritise projects and contribute to the three year planning cycle for ScotPHN work programme
- Agree publication routes
- Assess impact of projects and the programme as a whole
- Provide a means of communication with constituencies

The Advisory Board will be drawn from the key organisations and groups with responsibilities for delivering health improvement and health services in Scotland and which are felt to be the most relevant to the implementation of the ScotPHN remit.

The organisations are:

<b>Constituency</b>
Scottish Directors of Public Health Group
NHS Health Scotland
Scottish Government
National Planning Forum
North of Scotland Public Health Network
Health Promotion Managers Group
Consultants in Dental Public Health/Chief Administrative Dental Officer Group
CoSLA
NSS ISD/PHI
ScotPHO
Health Protection Network
Specialist Trainees
Voluntary Health Scotland
Improvement Service
JIT

## **Stakeholder Input**

ScotPHN, in order to achieve its remit, will continue to engage with as wide a set of stakeholders as possible. Additional stakeholders include but are not limited to:

- Scottish Consumer Council
- Faculty of Public Health
- Communities Scotland
- Public Health Nursing
- Pharmaceutical Public Health
- Public Health Academics
- Other Special Health Boards
- Public Health Practitioners
- Public Health Consultants
- Other National Services Scotland Divisions
- PH Nutritionists
- Scottish Health Council

- Scottish Partnership Network
- Local public health networks
- Regional public health networks
- Regional planners
- Academia

### **Membership and Chair**

The chair of the Executive Board and the Advisory Board will be a nominee of the SDsPH Group. All members will be elected for a 3-year period renewable for one further period of 3 years.

### **Lead Consultant**

The lead consultant will be responsible for the overall success of the network with the support of the Boards and the ScotPHN team. The lead consultant and the ScotPHN team will effectively be the face of the network, communicating and forming links with the wider public health workforce.

Responsibilities:

- Lead the development of the ScotPHN
- Form links and generate support from the public health workforce
- Communicate the ScotPHN role to the public health workforce
- Provide public health expertise to all ScotPHN's work and assure quality, accountability and governance standards.
- Preparation of an annual review

### **Network Manager**

The manager's main responsibility will be to support the Lead Consultant in their activities as well as the chair of the Executive Board.

Main responsibilities:

- Managing network activities
- Managing administrative and research personnel
- Project management
- Development of workplans
- Development and review of the quality, accountability and governance standards
- Communication
- Identifying working groups and lead authors
- Commissioning work
- Sourcing data and information for website

### **Administrative support**

Administrative support for the group will be managed by the ScotPHN manager.

- Supporting project groups
- Arranging meetings and conferences
- Maintaining ScotPHN website

- Secretariat support for national groups including the SDsPH, SHPM and CDPH/CADO

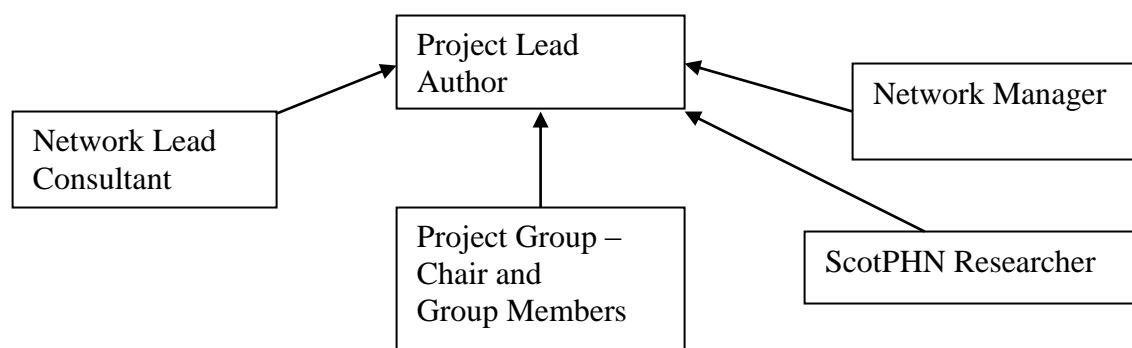
### Researcher

The researcher will primarily support ScotPHN projects and the work of the lead author. ScotPHN will provide research support to the SDsPHG as required.

### Project Working Groups:

These will be short-lived groups (approximately six months) pulled together to take forward pieces of work identified by the ScotPHN. The lead author/organisation will be reimbursed for their time by the ScotPHN. Individuals in the working group will be expected to support the author as part of their day-to-day activities.

### Structure



### Role of Lead Author

The lead author will be through the identification of a key individual within an NHS Board area. The lead author will be expected to carry out an already worked up proposal for a piece of work which should last no more than six months. Responsibilities will include:

- Professional input to the project
- Writing the document to the specified parameters
- Responding to the working groups Chair and working group's comments
- Respond to comments from stakeholders including public and patients
- Identifying co-authors for specific areas of project
- Assign tasks, set deadlines, and assure that the tasks are completed on schedule
- Ensure high quality and accuracy of outputs
- Preparation of final draft report for project group/DPH Group/Stakeholders group

### Role of Project Group

**Chair:** It is anticipated that the Chair of each project group would be a DPH or other specialist in the area of work being undertaken.

- To set agenda's and lead on the designated work with regards to its aims and objectives
- To monitor progress and direction of work
- To advise on changes, content and outputs

**Group members:** Individuals would be from various disciplines and from a selection of Board and/or Local Authority areas.

- To guide the project
- To carry out designated pieces of work including writing small sections of report, sourcing information, identifying contacts in specific areas.
- To proof read material for relevancy to proposed project.
- Provide feedback to the lead author
- To support lead author in carrying out project
- Agree final draft reports before sending to editorial group (selected DsPH)

### **Role of manager to project groups**

The manager will be responsible for project managing all aspects of projects undertaken by the network, including:

- Monitoring progress of projects (anticipated to be a max of 4 at any one time)
- Liaising and supporting lead author(s)
- Involved in project groups – organising, coordinating, keeping up to date
- Ensuring projects are on schedule
- Dealing with problems arising from delays, information collection etc