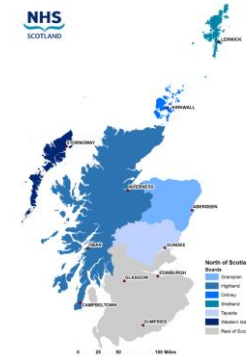


North of Scotland Public Health Network

Steering Group

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|--------------------|------------------------------------|--|-----------------------|---------------|------------------|
| Date | | 27 th September 2022 | | | |
| Venue | | Microsoft Teams | | | |
| Chair: | | Maggie Watts (part of meeting) | | | |
| Present: | | Kim Penman, Tim Allison (part of meeting), Emma Fletcher, Sara Lewis | | | |
| Apologies | | Louise Wilson, Susan Laidlaw | | | |
| Agenda Item | Subject | Discussion Points | Agreed Actions | By who | Timescale |
| 1. | Welcome and Introductions | | | | |
| 2. | Action Note of last meeting | Action Notes were not approved as members in attendance had not been at the meetings. June 27 and September 1 Notes to be carried forward. | | | |
| 3. | Matters Arising: | Nil | | | |

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| 4. | Brief Updates | Purchase Orders An email was sent to all requesting purchase orders be raised, only Shetland and Orkney have confirmed this has been actioned. EF advised Sarah Noble-Klein (Directorate Manager) is Tayside contact. TA confirmed Business Manager Fraser Wallace is Highland contact. | Follow up Purchase Orders with outstanding areas | KP/NM | September |
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| | | <p>Island Group</p> <p>There has been a positive response to re-establishing an Island Group with interest from Channel Islands, Isle of Wight, Isle of Man and Scilly as well as Islands in NoS. Falkland Islands have been approached through Kate Cochrane, Resilience Manager, NHS Highland. A date is now being identified for the first meeting in early November. No contact details for Gibraltar or St Helena and no PH response from Arran although GP has confirmed interest. TA advised information available through ADPH UK.</p> <p>Regional Health Protection Developments</p> <p>At last Steering Group SW/SL/DC agreed the HP leads agenda should include input on the HP model in East, to stimulate discussion on what action is needed in North. Joy Tomlinson, DPH Fife has agreed to attend and has provided availability in early November. Group agreed we need to identify what benefits can be gained from regional or national model and identify strengths that can be rolled out for benefit of whole population of North Scotland. It was agreed that no national involvement would be sought. Need to support skills and knowledge of workforce. TA reiterated we need a model that is actually needed and is beneficial for the population.</p> | <p>Contact new Resilience Officer in Orkney, previously dealt with St Helena</p> <p>Advise Lynne McNiven, DPH in A&A of GP link</p> <p>Contact new Borders DPH as previously DPH in Gibraltar.</p> <p>Revised dates to be sent to Health Protection Leads</p> <p>Programme finalised and meeting date scheduled early Nov.</p> | <p>SL</p> <p>KP</p> <p>KP</p> <p>NM</p> <p>KP/NM</p> | <p>October</p> |
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| | | <p>Sharing CPD</p> <p>Group agreed that the initial step is to establish CPD sharing across NoS. Then map learning and development available against PH knowledge and skills required and fill learning opportunities gaps at a regional level. Western Isles hasn't started CPD Program yet.</p> <p>EF is reviewing study leave and workforce training opportunities for wider workforce other than Consultants and trainees. Keen to share existing policy and processes. TA requested Quality Improvement also looked at. Using informal Peer Review to support auditing.</p> <p>To kickstart CPD sharing will bring together a short working group together with a rep from each Board. Emily for Tayside. Maggie for WI. Hannah Casey for Orkney.</p> <p>Workforce Planning</p> <p>This has been identified as a priority for NoSPHN. KP approached Phil Mackie, who is willing to support discussion/ scoping the work and will attend the next Meeting on 25 October. This will be a single item meeting on workforce planning. The group agreed KP would touch base with each member prior to the meeting to gather key challenges. Kim asked if DPHs were willing to share workforce plans, those in attendance confirmed they are. MW advised WI doesn't have plan currently. EF advised Tayside</p> | <p>Share relevant policy process</p> <p>To advise of relevant person from Board</p> <p>Kim to request WF plans and time with each DPH to</p> | <p>ALL</p> <p>TA/SW/SL</p> <p>KP</p> | |
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| | | <p>doesn't have full workforce plan. EF confirmed that she is the rep on the national group and will feedback as a standing item at meetings.</p> <p>EF advises she is not able to attend the next meeting.</p> | capture main w/f challenges (PF – Highland, SL-Orkney) | | |
| 5 | <p>How to get the most out of our time together as the Steering Group – what do we want to achieve?</p> | <p>KP asked members to consider their expectations of the steering group to ensure meetings are formatted accordingly. KP had observed the meetings have fluid attendance and are informal. Previously they were formal. To build momentum and shared ownership needs participation. KP asked members to consider: 1) What are your expectations for the S/G? 2) What you personally want from time together?</p> <p>Feedback:</p> <ul style="list-style-type: none"> - TA Peer support and discussion of key issues more in an informal atmosphere compared to whole of Scotland meetings - EF Much like today shared learning, sharing where opportunities may lie. And then over the next few months areas of strategic work will start to emerge. Caveat that NHST is a relative newcomer to this group - MW the opportunity to come together and share, reduce isolation (which is an issue for me on my own, and may well be for Susan on her own), consider how best to move forward key issues of public health importance for NoS, collaboration, not single furrow being ploughed. The link to NoS planning was important but we've lost that currently - would be good to get something back. | | | |

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| | | <ul style="list-style-type: none"> SL hadn't attended a meeting before, but felt sharing learning and looking at opportunities for support joint working was the focus. <p>It was agreed that having a longer business meeting and x2 shorter 1 hr meetings for single items every quarter would deliver this. This will be reviewed at end of year. Future single issue discussions: sustainability (Phil M agreed to support), Regional Planning</p> | | | |
| 6. | Scheduling a Development Session (face to face) | <p>KP suggested that there would be value in bringing everyone together face to face to build relationships and develop shared vision for NoS. There would be value in doing sooner rather than later.</p> <p>TA / MW supported a face to face but EF advised this maybe challenging in current financial climate. NoSPHN budget would cover costs of travel, accommodation etc. It was noted that previously the group would meet face to face once a year for a development day.</p> | Aberdeen, Inverness an option. Timeframe before March/April but realistically January | KP/NM | |
| 7 | AOCB | Nil | | | |
| 8. | Date of Next/Future Meetings | Tuesday 25 th October at 3.00pm – Workforce Planning Single Item Discussion – DPHs to consider if they would like to invite an additional team member with WFP remit. | | | |