

**NORTH OF SCOTLAND
PUBLIC HEALTH NETWORK**

Steering Group Meeting

Wednesday 11th June 2014, 2:00– 4:30pm

Videoconferencing venues are given at the end of the agenda for ease of reference.

Videoconferencing: the national bridge will dial all sites direct a few minutes before the start of the meeting. In the event of problems please call the Bridge Helpline on 01224 816666, Alex Medcalf on 01463 704930 or Pip on 07713 632326.

Members of the Group and those attending the meeting should be aware that their names will be listed in the minutes / papers, which will be made available on the internet.

AGENDA

		Timings
19/14	Welcome: Kerry Russell (NoSPG – Programme Manager Regional Sustainability (including Intelligent Region) Apologies: Maggie Watts, Phil Mackie, Jim Cannon, Susan Webb	MS 2:00
20/14	Minutes of the last meeting 29 th April (paper attached) <i>Minute for approval. Members will be asked to state if there is any reason why the papers / minutes of the last meeting should not be made available by open access on the internet.</i>	MS
21/14	Matters arising from the last meeting and not on the agenda <i>Members will be asked to note / comment on the updates.</i> <ul style="list-style-type: none"> • NHSG – recruitment to Consultant posts • ME/CFS (national meeting May 2014) • Terms of reference 	BA MS PF
22/14	ScotPHN / NHSHS updates and developments 22.1 Scottish Public Health Network (ScotPHN) a Update (paper attached). <i>Members will be asked to comment on / note the update given.</i> b Welfare reform - proposal (verbal update) <i>To note the postponement of a NHSH/NoSPHN event</i>	2:10 AC PF
23/14	North of Scotland Planning Group / programmes 23.1 Feedback from NoSPG meetings (verbal report): NoSPG meeting 28 th May (paper attached - agenda) The next NoSIPG is 3 rd September and NoSPG meeting the 24 th September. <i>Members will be asked to note the report.</i> 23.2 Update on NoSPG workplan / programme developments including Intelligent Region (2 papers attached – Workplan/exception report and Regional Sustainability Programme Manager report) – <i>Members will be asked to note the papers</i> 23.3 NoSPHN annual report to NoSPG (verbal update) – <i>members will be asked to note the update</i> 23.4 Small volumes / outcomes and sustainability work (paper attached / verbal report) <i>Members are asked to comment on the outcomes of the literature review and further planned developments</i>	2:15 ST PF KR PF PF
24/14	Public Health Network Workplan 24.1 Update on NoSPHN programmes of work – <i>for each of the programmes under discussion members will be asked to note developments, discuss and agree priorities for further action both within the programmes and across the programmes (members may wish to refer to the prioritisation outcomes Item 24.2a and workplan diagram Item 24.2b as part of this)</i> a Health Protection (outcome of meeting 20 th May 2014) – paper attached	2:35 MS

	b Health Intelligence (outcome of meeting 5 th June 2014) – paper attached (Agenda) / verbal update	PF	
	c Health Improvement (verbal update / discussion of priorities highlighted 7 th March meeting)	PF	
	d Service Improvement (verbal update / discussion of priorities highlighted 7 th March meeting)	PF	
	e Workforce planning – (action / updates)		
	• Update on actions arising from meeting 7 th March (paper attached)	PF	
	• Speciality Meeting 28 th May 2014 – (paper attached)	MS	
	• Remote and rural Public Health studies module (proposal MW) (paper attached)	PF	
	• Work experience enquiry (paper attached - email 28 th May 2014)	MS	
	• Next workforce planning meeting 23 rd September (proposals for agenda)	PF	
	f Futures thinking / planning		
	• Margaret Hannah (proposal) meeting 4 th June (verbal update)	PF	
	• Integration agenda (2 papers attached) – <i>Members will be asked to update on local developments, discuss the latest guidance and update / reflect on the integration scenarios paper produced as a result of discussions at the 7th March meeting.</i>	MS	
			MS
	g Inequalities (follow on discussion from last NoSPHN – refer to minute of meeting 29 th April pages 4-5 and proposals for research / supporting implementation)		
	24.2 NoSPHN Work plans 2014/15		3:35
	a Workplan prioritisation exercise (paper attached) – <i>Members will be asked to note the outcome of the identification of priorities by Board and review and agree priorities for the 2014/15 workplan.</i>	PF/MS	
	b Workplan update (2014/15) (2 papers attached) – <i>members are asked to comment on/note progress and discuss planned developments overall.</i>	PF	
	c Specific updates from key groups / programmes and related actions not on the agenda (paper attached). <i>Members will be asked to comment on / note the updates.</i>	PF	
	d Responding to consultations (methodologies) eg rare diseases paper – <i>members will be asked to discuss approaches to responding to consultations.</i>	PF	
	24.3 NoSPHN 2014/15 CPD plans	PF	3:50
	• NoSPHN event proposal (for discussion / approval) (paper attached) <i>Members will be asked to discuss and approve development proposal</i>		
	24.4 Scottish Affairs Committee Faculty Conference 2014 (verbal update)	PF	3:55
	• Update on programme		
	• NoSPHN abstracts? (deadline 23 rd June 2014) <i>Members will be asked to discuss / note planning for the next Faculty Conference and discuss proposals for a NoSPHN abstract</i>		
25/14	NoS MOU for Surge Capacity (paper attached) – <i>a revised draft of the MOU has been forwarded to HPS for comment – members are asked to comment on draft MOU before final sign off</i>	MS	4:00
26/14	NoSPHN Lead role (verbal update) – <i>Louise Wilson has been nominated by all DsPH/ reps to take on the Lead Role from August 2014. Members are asked to agree this arrangement. The intention would be to ratify this decision through NoSPG thereafter.</i>	MS	4:10
27/14	AOCB	MS	4:20

28/14 **Items to be brought forward to future meetings:** *members are asked to highlight and agree proposals for items to be brought forward to the next meeting (21st August 2014) and highlight further items for future discussion:* MS

- Substance misuse developments (Susan Webb/ Chris Littlejohn)
- NoSPHN Quality Framework

29/14 **Date of next meeting:** Thursday 21st August 2 – 4.30pm 4:30

Dates for 2014: (all dates 2pm – 4.30pm with video/teleconference)

Tuesday 28th October

Wednesday 10th December

Videoconference venues / attendees:

NHS Grampian	Bruce Archibald
NHS Highland	Margaret Somerville, Pip Farman
NHS Orkney	Louise Wilson (by tc)
NHS Shetland	Sarah Taylor, Kerry Russell (NoSPG)
ScotPHN	Ann Conacher