

North of Scotland Public Health Network (NoSPHN)

Terms of reference / Governance Arrangements¹

Version 9th August 2012 – approved 20.08.12

The North of Scotland Public Health Network (NoSPHN) is a collaboration between NHS Grampian, NHS Highland, NHS Orkney, NHS Shetland and NHS Western Isles.

The remit of the North of Scotland Public Health Network is to contribute to improving health and reducing health inequalities across the North of Scotland. To achieve this, those involved work collaboratively, where this adds value, to plan and deliver equitable, high quality and effective Public Health services and activities for the benefit of the population of the North of Scotland.

The work of NoSPHN is managed through the NoSPHN Steering Group.

NoSPHN Steering Group

The core members of the Steering Group are:

- Lead Professional (DPH from a NoS Board)
- DPH from each NoSPHN NHS Board or their representative
- NoSPHN Co-ordinator
- North of Scotland Planning Group (NoSPG) Director / or their representative
- Scottish Public Health Network (ScotPHN) Lead Consultant or their representative
- NHS Health Scotland
- NoSPHN Working Group / Workstream Leads.

The following colleagues are circulated with the agenda and papers of all meetings with an invitation to attend, represent or present items to NoSPHN.

- Health Promotion Lead(s)
- Health Protection Lead(s)
- Health Intelligence Lead(s)
- Local Public Health Network Coordinators.

The Steering Group meets every 2 months (6 times a year) and is responsible for:

- Agreeing and monitoring the implementation of the NoSPHN annual work plan
- Prioritising and committing resource (finance and staff)
- Prioritisation of work
- Agreeing quality assurance processes
- Budget setting
- Setting up, supporting and monitoring project groups and activities - ensuring the delivery of projects
- Day-to-day issues eg resolving problems
- Accountability to / reporting to other groups eg NoSPG, NHS Boards.

Chair

The Chair of the Steering Group is the Lead Professional.

¹ NoSPHN Governance arrangements August 2012 – to be reviewed every 3 years (next due August 2015).

Accountability

The Steering Group members represent and are accountable to the North of Scotland Directors of Public Health and their North NHS Boards for NoSPHN activities and to the North of Scotland Planning Group (NoSPG) for NoSPHN activities.

Administrative support

Administrative support is provided through the Co-ordinator of NoSPHN and by administrative personnel from within the Coordinator host Board.

Papers

The approved Minutes of NoSPHN Steering Group meetings and related papers are available through open access on the NoSPHN website <http://www.nosphn.scot.nhs.uk>

Lead Professional

The Lead Professional provides collaborative leadership to NoSPHN and is responsible for the overall success of NoSPHN with the support of the Steering Group and Coordinator. The post is nominated by the Directors of Public Health of the NoS Boards and appointed for a 2-3 year term of office (the nomination is endorsed by NoSPG) and is rotated between NoS Boards.

The Professional Lead is, with the Coordinator, the face of NoSPHN, communicating and forming links with the wider public health workforce.

Responsibilities: (with support from Steering Group and Coordinator)

- Lead the development of the NoSPHN
- Champion Public Health activities on behalf of the North of Scotland at regional and national levels
- Form links and generate support from the Public Health workforce
- Communicate the NoSPHN role to the public health workforce
- Develop quality, accountability and governance standards
- Deliver agreed NoSPHN work
- Manage the NoSPHN Coordinator
- The Professional Lead is accountable to the Chair of NoSPG for NoSPHN.

NoSPHN Coordinator

The Coordinator is appointed by NoSPHN and employed, accommodated and supported by the post holders host Board. The Coordinators main responsibility is to lead the development and maintenance of a successful Public Health Network for the North of Scotland in collaboration with the Lead Professional.

Responsibilities:

- Develop and deliver work plans for the NoSPHN
- Coordinate NoSPHN activities
- Manage support to the Steering Group and Lead Professional
- Delivery of agreed programmes of work / projects
- Arranging and delivering meetings, CPD events and conferences
- Identifying and supporting working groups and leads
- Commissioning and managing work
- Project management

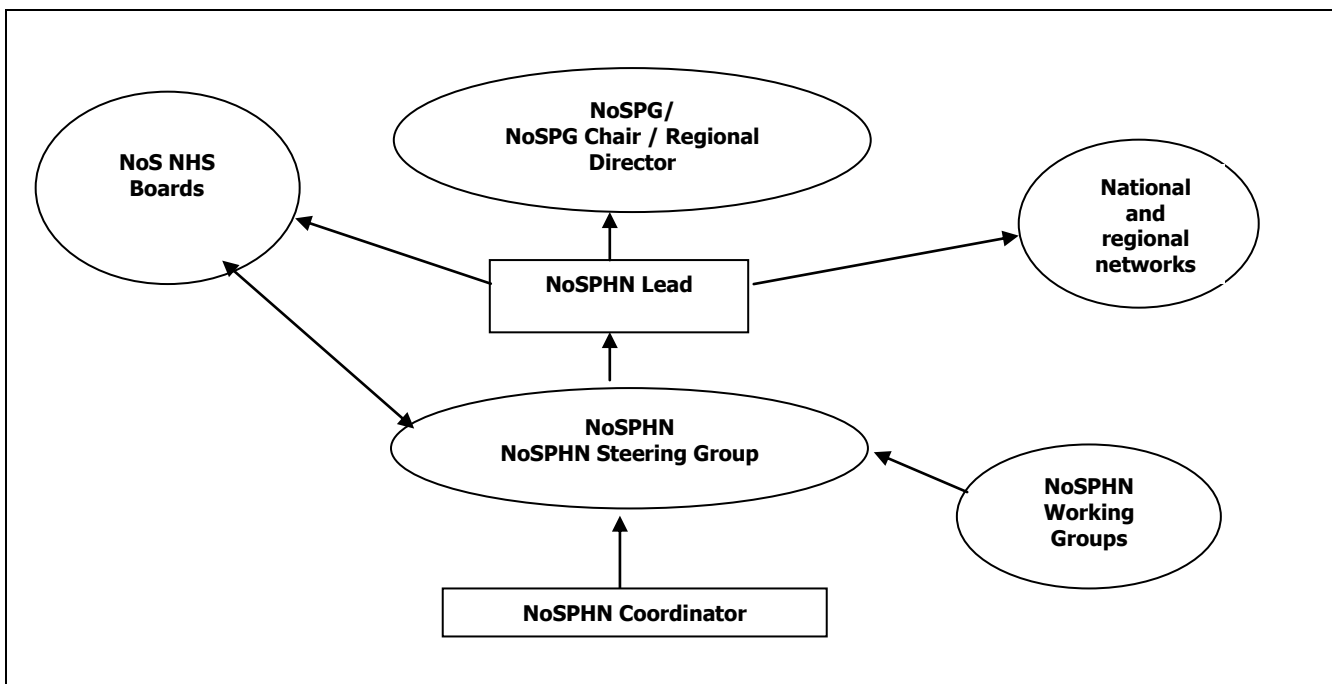
- Sourcing data and information
- Communication
- Preparation of an annual report / reporting requirements for meetings
- Delivering and advising on NoSPHN work / projects.

Project Working Groups

These are time limited groups established to take forward pieces of work agreed by the NoSPHN Steering Group. A Chair is nominated to lead the group and will be responsible for setting the group's agenda and objectives, monitoring and reporting on progress and ensuring the delivery of the work, and will be accountable to the NoSPHN Steering Group for the work.

Group members: Individuals are nominated by and drawn from various disciplines and from a selection of Board and/or Local Authority areas as appropriate / as agreed by local Boards.

Organisational Chart



Wider Stakeholders

NoSPHN communicates and consults on issues / its workplan with a wide range of stakeholders through a variety of mechanisms over the year and specifically through an annual NoSPHN / CPD event.

Quality assurance

NoSPHN has reviewed itself against national guidance / standards for MCNs and has used these to develop a framework for practice which includes:

- Clarity of management arrangements
- A defined structure
- Development of an annual workplan

- Use and documentation of the evidence base for work
- A multidisciplinary approach (within the context of Public Health)
- Seeks or advises where appropriate on representation of users and the voluntary sector
- Has a quality assurance programme (in line with national quality improvement standards)
- Maximises the educational and training potential of the network
- Explores as core, the potential to generate added value / better value for money.

Annual report

NoSPHN contributes to the NoSPG annual report which is approved by the NoS Board Chief Executives at NoSPG – copies of which are available through the NoSPHN website <http://www.nosphn.scot.nhs.uk/>

Clinical Governance

Clinical Governance is the series of processes, which ensures that NHS organisations and their Executives (as well as clinical staff) are accountable for the quality of their practice. Clinical Governance applies to all work in the NHS and that carried out within NoSPHN is no exception.

NoSPHN has a range of governance arrangements in place that ensure quality of work and scrutiny of practice that include use of project planning methodologies, clarity of supervision and management of delivery, routine debrief and evaluation of pieces of work, and a culture of publication.

If there is a problem relating to a clinician working in the Network, the Lead Professional or Coordinator will involve the appropriate employing organisation and its clinical governance procedures and structures.

Disciplinary or contractual issues will fall out naturally, and Chief Executives retain responsibility for their employees.

The Chief Executives and Clinical Governance structures and processes of these participating organisations will accept and clarify responsibility for clinical and managerial issues that may arise at the interface between professions and organisations.

The protocol to cover any interface issues includes the following key points:

- Where a critical or significant event occurs within the services provided by NoSPHN the Lead Professional for the NoSPHN will undertake a critical event analysis. A formal report will be produced for the Clinical Governance Committees (or equivalent) of participating Boards. Where there is a suggestion of a failure of systems, the Lead Professional and Network Coordinator will conduct an investigation and report to the appropriate Governance Committees.
- Where a critical event occurs that involves the Lead Professional, the investigation and analysis should be undertaken by the lead clinician of another managed network for Public Health.
- Where the Clinical Governance Committees require remedial action to be taken as a result of considering a report, the Chair of the Committees should agree which Board will take the lead in addressing issues which arise at the interface between professions or organisations. The lead Board will receive support and co-operation from all the organisations involved in NoSPHN.
- Professional Leads in each Board will provide support to the Network Coordinator and Lead Professional in addressing professional issues at the interface between clinical groups.