

Scottish Public Health Nutrition Group Terms of Reference (Draft)

Vision

The vision of the Scottish Public Health Nutrition Group (SPHNG) is to improve the nutritional wellbeing of the Scottish population and reduce inequalities in nutrition related health, by advancing and transforming public health nutrition policy and practice.

Purpose

The purpose of the SPHNG is to:

- Provide those leading on public health nutrition at local and national levels with a national forum to combine expertise to influence a 'once for Scotland' approach to nutrition related programmes and to share good practice;
- Provide specialist strategic and operational advice and intelligence on public health nutrition issues to Scottish Directors of Public Health.

Aims

To fulfil its purpose, the aims of the SPHNG are to:

- Be recognised as the expert group for public health nutrition in Scotland;
- Ensure that public health nutrition issues are considered in all relevant policies/frameworks which impact on population health;
- Proactively identify and lead on responding to opportunities which can influence key decisions and national Scottish Government policies or initiatives;
- Provide representation on external bodies and committees in Scotland;
- Promote and implement Scotland/UK wide public health nutrition strategies and policies;
- Provide a support network for members and facilitate cross-Board and cross-partner collaborative work;
- Ensure efficient and effective dialogue amongst territorial Boards, NHS Health Scotland, Food Standards Scotland and Scottish Government;
- Develop links with colleagues in academia to identify and collaborate on research areas of mutual interest to build capacity for and inform the evidence base for public health nutrition policy and practice.

Membership

The SPHNG will comprise of the representative with lead responsibility for public health nutrition from each territorial NHS Board, NHS Health Scotland and Food Standards Scotland.

Reporting & governance

The SPHNG will be accountable to the Scottish Directors of Public Health Group (SDPHG). The SPHNG will produce a 2 year work plan and provide a written update on progress to the SDPHG on an annual basis.

Links to other key groups

As well as working with the SDPHG, the SPHNG will work collaboratively with key groups including Scottish Health Promotion Managers, Consultants in Dental Public Health and other special interest groups supported by the Scottish Public Health Network (ScotPHN). In addition, the SPHNG will identify a range of other key stakeholders and seek to foster strong relationships to work on issues of mutual interest.

Conduct of meetings

Meetings will be organised and secretariat support provided by ScotPHN. Minutes of meetings will be recorded and shared with the Chair within 2 weeks of each meeting.

Meetings will be attended by one representative from each territorial Board, Health Scotland and Food Standards Scotland. Each organisation will determine who the most appropriate representative will be; this may vary depending on the issue or topic being discussed. Where a group member is unable to attend an alternate is encouraged to attend in their place. The views of Health Scotland FSS will be considered by the wider group and will have equal standing to those of other members; however, where there is a conflict of interest, HS and FSS will absent themselves from discussions or inclusion from e.g. consultation responses and it will be the role of the Chair to decide whether input is sought.

During 2018/19 meetings will be held on a quarterly basis. For 2019/2020 consideration will be given to holding more frequent, shorter meetings.

Meetings will alternate between venues in Glasgow and Edinburgh. Video conferencing facilities will be provided for all meetings. Meetings will normally take place between 11am – 3.30pm.

Appointment of chair and vice chair

The chair and vice chair will be appointed by an election process and will serve for a period of 2 years, with the option of serving for a further 2 years.

Role of Chair

- Lead and promote the role and work of the group at national level;
- Coordinate communications with national organisations/stakeholders on behalf of the Group;
- Lead the development, implementation and revision of the Group's work plan as appropriate;
- Represent the views and interests of the Group at appropriate events and meetings;
- In discussion with group members, set the agenda for future meetings with support from ScotPHN;
- Encourage and facilitate active participation from all members at meetings and in group tasks;
- Identify and invite key speakers as appropriate;
- End each meeting with summary of decisions and tasks;
- Agree minutes of meetings within 2 weeks of receipt.

Role of Vice Chair

- Conduct meetings of the Group in absence of the Chair;
- Deputise for the Chair at relevant meetings;
- Take a lead role in designated tasks agreed by the Group.

Role of individual group members

- To actively participate in group meetings and email discussion between meetings;
- To actively contribute to the actions contained in the Group's workplan;
- To respond in a timely manner to requests from the Chair for comment, advice or contribution to consultation documents, position statements etc;
- To promote and disseminate the work of the SPHNG at local level;
- To share minutes and other information with relevant colleagues within their own organisation.

Communication

Any member can request information e.g. new documents, details of events, conferences etc to be circulated to the SPHNG. All correspondence to the SPHNG should be issued via ScotPHN to avoid duplication.

ScotPHN will hold two distribution lists; one for minutes of meetings and email discussion between meetings etc, which will be sent to the lead representative for each organisation who normally attends meetings; the other for a larger group of individuals who have expressed interest in keeping abreast of public health nutrition issues but do not regularly attend meetings.

**Scottish Public Health Nutrition Group
June 2018**