

## Terms of reference: Collaborative group for mortality monitoring and analysis in Scotland

### Purpose

To facilitate the coordination of work of key organisations, to identify, analyse and explain changes and variation in population mortality in Scotland.

### Remit

The group will:

- Provide a mechanism for timely and robust collation of data by which to assess mortality trends in Scotland. This will be done through:
  - Agreement of the key metrics for monitoring of short and medium-term mortality trends
  - Collation of an annual timeline of relevant data releases
  - Agree responsibility and timescale for required additional data analysis and collation
- Ensure the coordination and prioritisation of approaches to analysing and understanding the causes of trends, and a mechanism to facilitate collaboration where appropriate.
- Provide a forum for sharing and reviewing key findings on mortality in Scotland.
- Bring together relevant public health expertise to provide a focal point for wider communication on mortality trends.

### Composition

The group will consist of members from key organisations responsible for collating, analysing and interpreting mortality data in Scotland:

- National Public Health
  - Health Scotland (Public Health Observatory)
  - Health Protection Scotland
  - Information Services Division
- National Records for Scotland
- Scottish Government
- Representation from the Directors of Public Health

### Process

The group will meet quarterly. The meetings will be timed to take account of the dates of release of key data sets. The purpose of these meetings will be to:

- Review latest key mortality metrics and assess trends.
- Develop a shared analytical plan and review progress with this.
- Provide coherent advice to policymakers and others as appropriate.

In addition to these meetings, the group will also function as a means of access to combined relevant expertise at other times. For example relevant ad hoc enquiries may be routed via the chair for input from the group, and coordinated response as required.

### Organisational structure

Group members are drawn from the organisations identified, on the basis of their involvement and expertise in analysis and interpretation of mortality data. The group chair is nominated by the membership, and this role reviewed on an annual basis.

The group will be accountable to the Directors of Public Health and the secretariat will accordingly be provided by the Scottish Public Health Network.

### Outputs

Collaborative outputs will be reviewed and agreed by the whole group and published via ScotPHO. Relevant outputs published independently by group members should be shared in advance, where possible, to facilitate clear communication.

### Meetings and review

The group will meet quarterly.

The terms and reference and membership will be reviewed after 1 year, and every 2 years thereafter.