

Scottish Public Health Alcohol Group (SPHAG) Terms of Reference (Draft)

Vision

- The vision of the Scottish Public Health Alcohol Group (SPHAG) is to improve the physical, mental and emotional wellbeing of the Scottish population and reduce inequalities by advancing and transforming public health alcohol policy and practice.

Purpose

The purpose of the SPHAG is to:

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

Aims

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

- Be recognised as the expert group for public health alcohol issues in Scotland.
- Ensure that public health alcohol 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 alcohol 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, Alcohol Focus 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 SPHAG will comprise of the representative with lead responsibility for public health alcohol from each territorial NHS Board, NHS Health Scotland, Alcohol Focus Scotland and SHAAP.

Reporting and Governance

- The SPHAG will be accountable to the Scottish Directors of Public Health Group (SDPHG). The SPHAG will produce a two year workplan and provide a written update on progress to the SDPHG on an annual basis.

Links to Other Keys Groups

- As well as working with the SDPH, the SPHAG will work collaboratively with key groups including Scottish Health Promotion Managers, Consultants in Dental Public and other special interest groups supported by the Scottish Public Health Network (ScotPHN). In addition, the SPHAG 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 two weeks of each meeting.
- Meetings will be attended by one representative from each territorial Board and Health Scotland, Alcohol Focus Scotland and SHAAP. 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.
- 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 be held in venues in Glasgow or Edinburgh. All meetings will offer remote access. Meetings will normally take place between 11.00am – 3.30pm.

Appointment of Chair and Vice Chair

- The Chair and two Vice Chairs will be appointed by an election process and will serve for a period of three years, with the option of serving for a further three years.

Role of Chair

- Lead and promote the role and work of the group at national level.
- Co-ordinate communications with national organisations/ stakeholders on behalf of the Group.
- Lead the development, implementation and revision of the Group's workplan 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.
- Agree minutes of meetings within two weeks of receipt.

Role of vice Chairs

- 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 Individuals 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 SPHAG at local level.
- To share minutes and other information with relevant colleagues within their own organisation.

Communications

- Any member can request information e.g. new documents, details of events, conferences etc to be circulated to the SPHAG. All correspondence to the SPHAG 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 alcohol issues but do not regularly attend meetings.

Review

- Terms of reference will be reviewed on the election of the Chair.

**Scottish Public Health Alcohol Group
September 2018**