**Directors of Public Health Public Health Priority 5 group: terms of reference**

DRAFT

Gerry McCartney

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**Background**

The Directors of Public Health (DsPH), through the offices of the Scottish Public Health Network (ScotPHN), established a set of groups for each of the Public Health Priorities (PHPs) in order to understand what thepublic health contribution to each should be.

A group currently exists for PHP5, covering a sustainable and inclusive economy. This group has thus far developed a theory of change in consultation with key stakeholders to achieve the ambitions set out in the priority, and have identified key areas for future action.

This short paper sets out the proposed next steps for the group, focusing on terms of reference for doing so.

**Proposed terms of reference**

1. **Name of group:**
   1. The name of the group shall be “DsPH Public Health Priority 5 group”.
2. **Purpose of the group:**
   1. To provide a locus for leadership for Public Health Priority 5 (“a Scotland where we have a sustainable, inclusive economy with equality of outcomes for all”).
   2. To provide guidance and support for DsPH and public health departments for them to use in national and local conversations on the public health contribution to achieving the ambitions of PHP5.
   3. To provide a means for collaboration, co-ordination, and de-duplication of work within the area of PHP5 across Scotland. As such, it will not duplicate the work of other relevant groups (e.g. SMASH, PHS PHP5 Group, Health Impact Delivery Group around welfare reform, NHS Child Poverty Leads group, Health Promotion Managers, Welfare Reform, Health and Employability, Group).
   4. To ensure that there is excellent communication between key stakeholders at national level (particularly the Scottish Government economy leads, Scottish Government public health sponsors and COSLA) and public health leads in this area. To build the influence of the group on the PHP5 agenda, clearly identifying advocacy activity for public health.
   5. To provide a means for Public Health Scotland to understand the work being undertaken at local level and vice versa, and to identify areas where there are gaps/needs, and areas of mutual interest, and potential for collaboration and coproduction.
   6. To provide a means of collating and reporting public health activity and impact in the area of PHP5.
   7. To progress and implement the Delivery Plan as agreed by the DsPH.
3. **Membership**
   1. The group shall be open to people working within public health departments and other staff within the NHS and academia with an interest in PHP5.
   2. DsPH will be asked to identify relevant people from within their teams.

The group will provide a mechanism for all those working in this area to progress activity. Additional membership will be agreed by the group.

1. **Organisation of the group** 
   1. The group will be chaired by a nominee of the DsPH group.
   2. The group will be supported and administered by ScotPHN.
   3. The group will meet approximately every three months with teleconference facilities available.
   4. The agenda will be agreed by the chair and ScotPHN and centre on progressing the Delivery Plan and the purpose of the group (an example is shown below).
2. **Accountability**
   1. The group are accountable through the chair to DsPH.
   2. Members representing territorial board public health departments, Public Health Scotland or academic departments are responsible for ensuring that they are aware of the work within their own areas and sharing information in both directions. The group will seek to be dynamic and proactive in progressing this agenda, so members will make active contribution.
   3. The group are collectively responsible for progressing and resourcing the Delivery Plan with the support of the DsPH.
3. **Review** 
   1. The terms of reference will be reviewed annually.
   2. The impact of the group and its value to members will be reviewed by the group annually. It may be beneficial to ask critical friends to input to this process.
4. **Model agenda**
5. Welcome and apologies
6. Updates on challenges, opportunities, activities and impact across group members on the following themes in relation to PHP5:
   1. NHS as an anchor institute
   2. Incomes
   3. Economic strategies
   4. Environmental sustainability in relation to the economy
   5. Monitoring and evaluation in relation to the economy

[This may be summarised by sharing of relevant workplans where available and applicable].

1. Discussion on the opportunities for collaboration across the group and beyond.
2. Discussion on progress of the group Delivery Plan not otherwise covered.
   1. Including what leadership we can provide, or what we need from other public health leaders.
3. Review of actions from previous meeting not otherwise covered
4. Any other business
5. Confirm next meeting plans

**Next steps**

1. Discuss, amend and agree terms of reference for the group electronically.
2. Discuss whether any further changes are required following the discussion with DsPH of the Delivery Plan.