

Public Health Drugs Special Interest Group (PHDSIG) Terms of Reference

Vision

Scotland is a country where individuals, families and communities:

- Have the right to health and life free from the harms of alcohol and drugs
- Are treated with dignity and respect
- Are fully supported within communities to achieve their own type of recovery

The purpose of the PHDSIG is to:

- Provide those leading on the implementation of a public health approach to the Scottish Drugs strategy “Rights, Respect and Recovery” with a forum to communicate, collaborate and coordinate action.
- Provide strategic advice on the development and implementation of public health approaches in Scottish drug policy to Scottish Directors of Public Health.
- Provide operational advice and support on public health approaches to organisations and groups implementing Rights, Respect and Recovery

A public health approach to drugs encompasses

- Evaluation of innovative approaches to develop the evidence base for action;
- Development of a technical package of a limited number of high-priority, evidence-based interventions that together will have a major impact at a population level;
- Effective performance management, especially through surveillance, evaluation, and program improvement;
- Partnerships and coalitions with public- and private-sector organizations;
- Communication of accurate and timely information to the health care community, decision makers, and the public to effect behaviour change and engage civil society; and
- Political commitment to obtain resources and support for effective action.
- Leadership

The PHDSIG seeks to contribute to the following outcomes

- Improve leadership of public health approach to drugs
- Improved understanding of what is a public health approach to drug policy and its implementation
- Improved communication between those involved in the development and implementation of Scottish Drug Policy
- Individuals implementing Rights, Respect and Recovery feel supported to implement and develop public health approaches
- Quality improvement
- Drug research is informed by public health priorities

Membership

The PHDSIG will comprise of the representative with lead responsibility for public health and substances from each territorial NHS Board, Health Scotland, Information Services Division and Health Protection Scotland. In areas with no identified public health lead, representation will be sought from the Alcohol and Drug Partnership. Involvement of SDF.

Ways of working

The PHDSIG will produce a two year work plan framed against SMART objectives that are linked to the outcomes the Group is seeking to deliver. Work will be developed outside of group meetings.

Reporting & governance

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

Links to other key groups

As well as working with the SDPHG, the PHDSIG will work collaboratively with key groups including Partnership for Action on Drugs and 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.

List of key partners

Scottish Government

Scottish Drugs Research network

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.

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.

Meetings will be held on a quarterly basis.

Meetings will have teleconference /

Appointment of chairs

The 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. Co-chairs will be appointed if this is practicable to share the role of chairing.

Specific roles of Chair

- Coordinate communications with national organisations/stakeholders on behalf of the Group;
- 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;
- End each meeting with summary of decisions and tasks;
- Agree minutes of meetings within 2 weeks of receipt.

Role of all members of the group

- Take a lead role in designated tasks agreed by the Group.
- Lead and promote the role and work of the group at national level;
- Lead the development, implementation and revision of the Group's work plan as appropriate;
- Actively participate in group meetings
- To actively contribute to the actions contained in the Group's workplan;
- To promote and disseminate the work of the PHDSIG at local level and to share with the PHDSIG relevant local information

Communication

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