

GREATER GLASGOW NHS BOARD

**Minutes of a Meeting of the Management Board  
of the Glasgow Centre for Population Health  
held on Wednesday, 23 June 2004 at 9.00 am  
in Board Room 1, Dalian House, 350 St Vincent Street, Glasgow**

PRESENT

Sir John Arbuthnott	..	Chairman, Greater Glasgow NHS Board (in the Chair)
Dr Harry Burns	..	Director of Public Health, Greater Glasgow NHS Board
Cllr Jim Coleman	..	Chair of Health and Community Safety Committee, Glasgow City Council
Prof Ian Greer	..	Deputy Dean of the Faculty of Medicine, University of Glasgow
Prof Margaret Reid	..	Head of Division of Community Bases Sciences, University of Glasgow
Dr Carol Tannahill	..	Project Manager, Glasgow Centre for Population Health

IN ATTENDANCE

Ms Anne Clarke	..	Director, National Children and Young People's Mental Health Project
Mr J C Hamilton	..	Head of Board Administration, Greater Glasgow NHS Board

**ACTION BY**

8. **APOLOGIES**

Apologies for absence were intimated on behalf of Mr Rodger McConnell, Director of Development and Regeneration Services, Glasgow City Council; and Ms Pam Whittle, Director of Health Improvement, Scottish Executive Health Department.

Sir John announced that Prof Stephen Smith, Dean of the Faculty of Medicine, University of Glasgow, was leaving to take up a new post in London and Prof Ian Greer would be deputising for him during the appointment process of identifying a successor to Prof Smith.

The Management Board wished Prof Smith well with his new appointment.

9. **MINUTES**

The Minutes of the first meeting of the Management of the Centre for Population Health held on 10 February 2004 were approved as a correct record.

10. **MATTERS ARISING**

- i) In relation to Minute 3 – Structure, Roles and Responsibilities – Dr Tannahill reported that at the Management Board's request, steps had been taken to include an additional community perspective on the External Advisory Group (EAG). She was pleased to announce that Ms Linda McTavish, Principal, Anniesland College, had agreed to fulfil this role and become a member of the EAG.

**NOTED**

- ii) In relation to Minute 3 – Structure, Roles and Responsibilities – Dr Tannahill advised that a revised Remit of the Management Board had been submitted with the papers for the meeting and, as requested, this had included an additional statement clarifying the relationship between the Management Board and the Executive Management Team, as follows:-

“The remit of the Management Board is to share responsibility for the management and leadership of the Centre with the Executive Management Team (EMT), delegating authority to the EMT to make operational decisions within the strategic framework agreed by the Management Board.”

**DECIDED:**

That the revised Remit of the Management Board be approved.

- iii) In relation to Minute 3 – Structures, Roles and Responsibilities – the question was raised about formal liaison with the partner bodies in relation to the progress and ongoing activities of the Centre for Population Health.

After discussion, it was

**DECIDED:**

That the Minutes of the Management Board be submitted for information to:-

- i) the Greater Glasgow NHS Board;
- ii) the Policy and Resources Sub-Committee on Community Safety and Health, Glasgow City Council.
- iii) Management Board of the Faculty of Medicine and the recently-formed Joint University/NHS Strategy Group.

**11. PROJECT MANAGER’S UPDATE**

There was submitted a report from the Project Manager [GCPHMB/2004/06] updating members on the progress to date and identifying priorities for the next phase of development.

The Project Manager made specific reference to:-

- i) the Scottish Executive’s formal approval of the Centre’s Development and Implementation Plan, following a meeting with the Minister for Health and Community Care and the Deputy Minister and their senior officials. In addition, funding of £1M per annum for a five-year period had been confirmed.
- ii) the establishment of monthly meetings of the Executive Management Team – the most recent meeting reviewing progress and identifying priorities for the next 4 to 6 months.
- iii) the first meeting on 31 March of the External Advisory Group (EAG) – the note of which had been attached to the paper for members’ information.

iv) the progress in acquiring accommodation for the Centre. The lease for 39 St Vincent Place, Glasgow had been agreed with the landlord and the City Council officials were completing formalities, after which the refurbishment works would commence. The aim was to take occupation during the summer. Cllr Coleman to explore timescales for occupation.

***Cllr Coleman***

v) the recruitment of Ms Anne Clarke, Director of the National Children and Young People's Mental Health Project and the recent appointment of Ms Jennie Richardson to the post of Office Manager/PA.

The evaluation of grades for the remaining posts was still to be completed. Therefore, the posts would not be advertised until August 2004.

***Project Manager***

vi) the establishment of collaborations with other key bodies within the core partnership bodies, including the University of Strathclyde, Glasgow Caledonian University, the Scottish Directors of Public Health, NHS Health Scotland, NHS 24, Scottish Centre for Infection and Environmental Health and Glasgow Housing Association; with presentations/papers submitted to the Steering Group for Local Health Planning, the development of Community Health Partnerships and the next Community Planning Partnership meeting.

vii) the meeting held with HRH Prince Charles in the City Chambers on 2 June 2004. This provided scope for further links with the Prince's Foundation for Integrated Health. In addition contact had been made with Sir Michael Marmot (Professor of Epidemiology and Public Health, University College, London) to express an interest in contributing to WHO Working Groups which had been formed to consider Health Inequalities.

***Project Manager***

viii) the early priorities for the Centre and the planning associated with the scientific meeting to be held on 27 October 2004, including the development of the programme and speakers. The Executive Management Team meeting on 2 July would be finalising thoughts on the arrangements.

***Project Manager***

ix) An additional area of work was to assess the ways in which the City Council's social housing developments could improve health. Glasgow Housing Association had been enthusiastic about considering the health benefits in the provision of housing.

Cllr Coleman spoke about the entrapment felt by many young people in accessing housing where the furniture was paid by benefits and the monthly rent was the equivalent of a medium-sized mortgage. Cllr. Coleman would provide further details and the numbers involved and the Management Board would then consider what steps it could take to assist in this area.

***Cllr. Coleman***

Members welcomed the comprehensive progress report from the Project Manager and asked that this become a standing item on the agenda for future meetings.

***Project Manager***

Sir John raised the work of a similar nature being undertaken by the Wolfson Research Institute at the University of Durham (of which Sir John is chair of the External Advisory Group). Members were keen to build collaborative links with this Centre and the Executive Management Team would discuss the possibility of setting up a visit to the Centre in the near future.

***Project Manager***

**12. TACKLING SMOKING IN GLASGOW**

There was submitted a report from the Project Manager [GCPHMB/2004/07] about tackling Smoking in Glasgow and advising that the Centre had commissioned a study to scope progress in implementing Glasgow's Strategy and to examine the impact of intensive Smoking Cessation Services in Glasgow. The research involves a partnership between the University of Glasgow, Smoking Concerns and NHS Greater Glasgow and would be conducted between July 2004 and June 2005, with the final report being produced by October 2005.

Discussion with NHS Health Scotland had been held and this could lead to an examination of pharmacy-based smoking cessation services – an area where there was limited research on the effectiveness of smoking cessation interventions.

Cllr Coleman spoke about the Scottish Executive's consultation on Smoking in Public Places and the need to encourage responses from as many bodies as possible, including responses from the education services. It would be important for the Centre to add value to the work of the many agencies in this field and not to cut across ongoing work. Discussions would be held with Smoking Concerns and the City Council on how the Centre can support and promote a strong message on banning smoking in public places.

Further opportunities to consider included the European Respiratory Society Primary Care Conference in Glasgow on 3 September 2004; and involvement of GPs in before-after testing of health measures linked to tobacco.

**DECIDED:**

That the Executive Management Team link with the appropriate agencies to raise awareness and support for more essential tobacco control measures.

***Project Manager***

**13. CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH**

There was submitted a paper [GCPHMB/2004/08] which described the establishment of the National Children and Young People's Mental Health Project and outlined the programme of work being planned and developed. The Project was being hosted by the Centre for Population Health and had been funded by the Scottish Executive for two years.

Ms Anne Clarke gave a presentation to members on the current arrangements and the implementation of the Scottish Needs Assessment Programme (SNAP) Report on Child and Adolescent Mental Health. The overheads used are attached to the Minutes for information.

The Project was charged with implementing the recommendations of the SNAP Report and this required many and varied linkages to be established to ensure the promotion of mental health and the well-being of children and young people. The Project needed to engage with many agencies and with national policy-making processes in order to promote an understanding of the mental health of children and young people and influence how services could be improved. This was the first time there was a single focal point to link all the work in this field.

There were areas of potential synergy between the Project and the Centre and Dr Tannahill and Ms Clarke would identify priorities for joint work, for discussion with the Management Board at the next meeting.

Sir John thanked Ms Clarke for her informative presentation and her enthusiasm for the subject was clear to all. The members looked forward to receiving details of the priority areas for more focused and joint working.

**DECIDED:**

That the Project Manager and the Director, National Children and Young People's Mental Health Project submit proposals for priority areas of joint focus to the next meeting.

*Project Manager/  
Director – NCYPMH  
Project*

**14. FINANCIAL STRATEGY**

There was submitted a paper [GCPHMB/2004/9] from the Project Manager setting out the 2004/05 Financial Plan and seeking confirmation of the core partners' contributions to the Centre.

The Financial Plan and the assumptions highlighted were acceptable to the Management Board. The individual contributions from each of the core partners were discussed in the meeting, and it was agreed to formalise these in a single financial plan.

**DECIDED:**

1. That the Financial Plan for 2004/05 be approved.
2. That each core partner formalise its contribution and a revised financial statement be produced showing the full extent of the contributions and any external funding secured.

*Project Manager*

*All*

**15. COMMUNICATIONS PLAN**

There was submitted a paper [GCPHMB/2004/10] from the Project Manager setting out the main dimensions of the Centre's Communications Plan. The agreed logo for the Centre and information leaflet were tabled for members' information.

The Plan had three strands to raising awareness about the Centre and its work, namely:-

- i) Research Communities - priority had been given to fostering engagement with research communities and a scientific meeting had been arranged for 27 October 2004, aimed at academics, policy-makers and practitioners.
- ii) Policy and Practice Communities - initial focus would be with Glasgow Housing Association and the evolving Community Health Partnerships. Other partners would be identified and links established over time.

- iii) Local Communities - establish mechanisms to listen to views of local people and groups with an interest in health improvement. This included early discussion with Demos and the facility to shape some of their work towards health issues.

A Communications Manager would be appointed to lead the development and implementation of the Communications Plan.

The partner organisations would consider how best to utilise their own internal and external communication networks to raise awareness about the Centre and its work.

Sir John advised of the establishment of the Scottish Academy for Health Policy and Management and the need for the Centre to have connections with this new body on matters of shared interest.

**DECIDED:**

1. That the evolving Communications Plan be approved. *Project Manager*
2. That the partner organisations consider how to raise the profile of the Centre within their own established communication networks. *All*

16. **DATE OF NEXT MEETING**

It was agreed that the next meeting be held at 2.00 pm on Wednesday, 4 August 2004 in Board Room 1, Dalian House, 350 St Vincent Street, Glasgow.

The main areas for discussion would be:-

- shared priority areas for the Centre and National Project on Children and Young People Mental Health
- progress on connections with local communities and, in particular, the Demos Project
- Programme for Scientific Meeting on 27 October 2004
- progress on establishing links to support tobacco control measures
- preparation of briefing for next External Advisory Group meeting.

The meeting ended at 11.00 am