

GREATER GLASGOW NHS BOARD

**Minutes of a Meeting of the Management Board
of the Glasgow Centre for Population Health
held on Wednesday, 4 August 2004 at 2.00 pm
in Board Room 1, Dalian House, 350 St Vincent Street, Glasgow**

PRESENT

Sir John Arbuthnott	..	Chairman, Greater Glasgow NHS Board (in the Chair)
Prof Phil Beaumont	..	Professor of Employment Relations, University of Glasgow
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 Margaret Reid	..	Head of Division of Community Based Sciences, University of Glasgow
Dr Carol Tannahill	..	Project Manager, Glasgow Centre for Population Health
Ms Pam Whittle	..	Director of Health Improvement, Scottish Executive Health Department

IN ATTENDANCE

Jennie Richardson	..	Office Manager/PA, Glasgow Centre for Population Health
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ACTION BY

17. APOLOGIES

Apologies for absence were noted from Prof Ian Greer, Deputy Dean of the Faculty of Medicine, University of Glasgow and Mr Rodger McConnell, Director of Development and Regeneration Services, Glasgow City Council.

18. MINUTES OF LAST MEETING

The Minutes of the last meeting held on 23 June, 2004 were approved as a correct record.

It was confirmed they had been distributed for information to Greater Glasgow NHS Board, the Policy and Resources Sub-Committee on Community Safety and Health (Glasgow City Council), the Management Board of the Faculty of Medicine and the recently formed Joint University/NHS Strategy Group.

19. MATTERS ARISING

- 19.1** In relation to Minute 11, point ix – Dr Tannahill reported that Cllr Coleman and herself had yet to discuss. Cllr Coleman reiterated the problem. Essentially young people are offered furnished accommodation with the rent and furniture linked to their benefits, and this becomes unaffordable if the tenant starts earning and stops receiving benefit.

Dr Burns spoke about a meeting he had with the Scottish Director of Job Centre Plus about a project aiming to reduce the number of people claiming incapacity benefit by 15% over the next three years. Dr Burns will arrange a meeting to explore ways of involvement.

Dr Burns

Pam Whittle suggested linking with Project Scotland, a national volunteering programme aimed at young people which provides them with a living allowance. She agreed to pass on contact details of those working at developing this project.

Ms Whittle

It was agreed it would be useful to produce a discussion paper describing the health needs of the group and the issues of perverse incentives and potential solutions. Dr Burns also suggested it would be interesting to match the housing and council data on this group of people with health data. Dr Burns to contact Liz Maguire (Department of Regeneration Services, Glasgow City Council) regarding this. There was some concern regarding data protection but it was thought this should not be an issue.

Dr Burns

- 19.2 In relation to Minute 15 – Dr Tannahill asked the Board to note the ongoing need for partner organisations to raise the profile of the Centre through their own communications mechanisms. The Chair mentioned the University's commitment to developing a communication strategy for Medicine in Glasgow. Dr Tannahill to follow up with Ros Sullivan.

All

Dr Tannahill

20. PROJECT MANAGER'S UPDATE

A report from the Project Manager [GCPHMB/2004/11] had been submitted updating members on progress to date. Dr Tannahill made specific reference to:

- i) **Premises** - since writing the update there had been some movement and development regarding the premises. There had been several telephone conversations with the Council over the previous week and indications were that the lease should be signed by 6 August. The necessary orders for the renovation work and IT requirements had been placed and the renovation work is scheduled to start once the lease is signed. It had been indicated that occupancy should be possible during the week commencing 30 August 2004. There may be some delay with specific issues such as lighting and the IT networks but this should not affect the move.

Dr Tannahill and Jennie Richardson will move to temporary accommodation within Dalian House meantime.

- ii) **Staffing** – Dr Tannahill welcomed Jennie Richardson to the meeting. Jennie took up post as the Officer Manager/PA on 26 July 2004. The Communications Manager and Team Secretary posts have been advertised and interviews will take place in the week commencing 30 August 2004. The two Information Manager and the four Public Health Programme Manager posts have now been graded and will be advertised in the week ending 13 August.

A number of temporary and part-time attachments are arranged to start from August, and the Centre should have its full compliment of staff in place by the end of the year.

Sir John questioned how these part-time attachments would communicate and link with each other and Dr Tannahill confirmed they plan to spend the majority of their time in the Centre.

- iii) **Networking and Collaborations** – Dr Carol Craig has now secured support from various partners to establish a Centre for Confidence and Wellbeing. Dr Craig has formally requested if she can base herself in the Centre's offices. Dr Tannahill asked the Board to approve this as there are many common interests and it would also facilitate a sharing of expertise. It was agreed this would be useful but there should be a time limit to this arrangement and clarity over anticipated shared outputs. Dr Tannahill to pursue and discuss further with Dr Craig.

Dr Tannahill

Dr Burns met with Sir Michael Marmot who was extremely interested in the Centre's work. He has been asked to set up a global committee looking at health inequalities worldwide. It was suggested it would be useful if Sir Michael could visit Glasgow for further discussions.

The meeting between Dr Tannahill and Nanette Mutrie (representing the city's Physical Activity Working Group) has now taken place and identified areas of potential collaboration. It was noted that the Physical Activity Working Group is linked to the Glasgow Healthy City Partnership.

Glasgow Caledonian University has submitted a proposal outlining areas of expertise and interest in working with the Centre. This will be considered at the next Executive Management Team Meeting on 20 August.

Dr Tannahill

DECIDED:

The Board approved Dr Craig's request for a base in the Centre's offices but noted there was further work to be done regarding time limits, costs etc.

- iv) **Children and Young People's Mental Health Project** - Dr Tannahill and Anne Clarke have identified potential areas of shared interests and priorities which are set out in the update paper. However, these need to be scoped out further and approved by Anne's management team. Board members agreed with the areas being considered.

Ms Clarke

- v) **Scottish Executive** - Dr Burns and Dr Tannahill will meet with the Cabinet Delivery Group on Closing the Opportunity Gap in October to discuss what the Centre will be doing to tackle inequality.

Sir John informed the Board there is to be a House of Lords Select Committee to look at deprivation and well-being and suggested the Centre should send a proposal to this committee. Sir John to forward details to Dr Tannahill, to pursue.

***Sir John Arbuthnott
Dr Tannahill***

- vi) **Overview** - Apart from the partner organisations doing their best to help progress the work regarding the premises, Dr Tannahill asked the partners to consider if they would be able to provide some administrative support over the next couple of months to assist with the administration regarding the Scientific Meeting on 27th October. The partners felt the best way to provide assistance was to give them specific tasks and assured they would see these tasks were completed.

***Ms Richardson
All***

21. FINANCIAL PLAN

A paper from the Project Manager providing an updated financial plan [GCPHMB/2004/12] was tabled. This provides details of the core partners' contributions. The Board noted that these contributions are estimates for the financial year 2004/2005 and are expected to change from year to year. Sir John asked if these reflected what was anticipated and necessary for the success of the Centre. Dr Tannahill confirmed the contributions for the current year are acceptable. However, as the Centre's work progresses in year 2 and beyond we are likely to require more staff involvement and input. It was also agreed to regularly update the information.

NOTED:

Stated contributions as set out on p3 of the paper were agreed. The partners' contributions for this year do not reflect their commitments for future years. Levels of partner contribution will be agreed on an annual basis.

The overall financial plan for the year had been updated to reflect the confirmed costs to date for this year. Sir John highlighted the importance of financial accountability and Dr Tannahill confirmed the costs listed under staff, premises and equipment, and miscellaneous expenses are in line with what was submitted to the Scottish Executive. Funding for most of the commissioned projects is being used either to lever in further funding from other partners, or as seed funding to enable the securing of grants from research councils or other funding bodies.

22. SCIENTIFIC MEETING AND EXTERNAL ADVISORY GROUP

A paper [GCPHMB/2004/13] had been submitted from the Project Manager outlining the purpose and aims of the Scientific Meeting to be held on 27 October, 2004 and suggesting a list of invitees and programme for the day. The meeting will take place in the lecture theatre of the Teacher Building which has a capacity of 125. An invited audience is suggested due to this limited capacity and to ensure a spread across constituencies. The proposed list of invitees was approved and it was agreed to have a first-come-first-served policy regarding acceptances.

There was much discussion of the proposed programme and of the need to reconsider the order and flow, in the light of the key messages to be communicated. Dr Tannahill thanked members for their very useful comments and agreed to draft a new proposed programme taking these comments into consideration.

Dr Tannahill

DECIDED:

- i) The Board approved the suggested invitation list
- ii) Dr Tannahill will draft a revised programme taking the Board's comments into consideration.

23. ACTION ON TOBACCO

A paper [GCPHMB/2004/14] was submitted from the Project Manager setting out three suggested areas in which the Centre could add to the existing work and activity on tobacco control in Glasgow.

The first related to support for the consultation on smoking in public places by

- i) Enhancing media coverage through, for example, establishing the concerted views of the three partner organisations.
- ii) All members of the Board personally responding to the consultation and ensuring awareness of it within their organisation. Dr Tannahill to submit a response on behalf of the Centre for Population Health. This was agreed.

Dr Tannahill

The second area of proposed work concerned measuring the levels of exposure to environmental tobacco smoke in different work environments. This would involve measuring indoor air quality and/or the cotinine levels of workers. Dr Burns felt this was a highly technical exercise and that there would be high costs involved in performing these tests and analyses. However, he felt if some other

organisation was to perform the tests, the Centre could certainly comment on the results. The issue of routine testing of air quality was raised. Pam Whittle will enquire further about this. If data is available it was suggested we could link with this to encourage systematic testing and comparisons.

The third area comprised looking at the implementation of tobacco policies/controls. This would involve reviewing policy implementation experience in cities that have advanced tobacco control policies, and establishing comparison data with comparable cities.

DECIDED:

1. The Centre would actively encourage responses to the Consultation through the activities outlined above.
2. To hold off pursuing activity in the second and third suggested areas of work until:
 - we have more information on what data is available regarding routine testing of exposure to tobacco smoke
 - we look at what emerges from the national conference being held in Edinburgh on 9th September, 2004

24. GLASGOW 2020

A paper [GCPHMB/2004/15] was submitted from the Project Manager providing background information on Demos and the proposed Glasgow 2020 Project, together with a draft paper from Demos proposing the aims and activities of the Project.

Dr Tannahill proposed this as part of the Centre's communication strategy as it is a way for the Centre to engage with the people of Glasgow and also to link with the media. The Project is proposed to start this year and run for approximately 12 to 15 months and will result in a range of products. Dr Tannahill felt it is an interesting and innovative way to involve the people of Glasgow, and to learn more about their motivations, hopes, experiences and barriers to health, and welcomed the Board's comments.

Members agreed that the Board should support the development of the Project as it will reach parts of society the Centre otherwise would not reach, and yield interesting and helpful information. However, it was agreed that further work is required to clarify what the Project will bring to the Centre and how the Centre will use the findings/products. Dr Tannahill to meet with Gerry Hassan and Ken Wardrop to discuss further and then take to the next Executive Management Team meeting.

Dr Tannahill

DECIDED:

1. The Board agreed the Centre should support the development of the Glasgow 2020 Project.
2. The Board noted there is further work required in relation to the Project such as costs involved etc. and authorised the Executive Management Team to agree the details of the Centre's support.

25. AOB

There was no AOB discussed.

26. DATE OF NEXT MEETING

It was agreed the next meeting will be held on Wednesday, 3 November, 2004 at 10.30 AM. The Venue will be advised.