



## **Glasgow Centre for Population Health Management Board Terms of Reference**

### **Role of Glasgow Centre for Population Health Management Board**

The Management Board will, collectively and severally, ensure good governance of the Glasgow Centre for Population Health on behalf of the core partners, and provide leadership, advice and support to the Centre's management team and staff. Its strategic role is to ensure the overall delivery of the Centre's work and its continued relevance to, and interface with, partners' interests. The Board also has responsibilities for ensuring that the organisational culture supports staff wellbeing and development, and reflects the GCPH's values and working principles. The Management Board will work closely with the Executive Management Team to ensure that the Centre's work is fully operationalised and supported appropriately by partners, and will take cognisance of the views and opinions of the External Advisory Group.

### **Remit and responsibilities**

1. To agree the Centre's strategic plans and annual financial plans.
2. To ensure appropriate governance – including financial governance, human resource governance, and research governance – and quality of the Centre's activities.
3. To review, annually, the Centre's progress and achievements, taking account of any feedback from the External Advisory Group.
4. To develop the Centre's core partnership, and to ensure the securing and delivery of contributions from individual partners to the success of the Centre.
5. To respond to, and promote, the outputs of the Centre through supporting changes in policy and practice within partner organisations and more widely, in the light of new findings.
6. To share accountability for the management and leadership of the Centre with the Executive Management Team (EMT), delegating authority to the EMT to ensure operational developments and delivery are taken forward within the strategic framework agreed by the Management Board.

### **Ways of working**

The Board will meet quarterly in Glasgow, typically for two to three hours. Board meetings will be chaired by the Chair of the NHS Board, with the executive lead provided by the Director and Associate Director of the Centre. A Vice-Chair will be nominated by the Chair, and will be a senior representative from either the University of Glasgow or Glasgow City Council. The Chair and Director(s) together will agree the agenda.

Members of the Board will be asked for advice and comment on Centre developments between Board meetings, via telephone, email, or face-to-face discussion. Members of the Board will be expected to draw any opportunities – or issues of concern – to the attention of the Executive Management Team or the Chair of the Board, as appropriate.

On occasion, members of the Board may be asked to act as representatives for the Centre – for example by chairing seminars, writing discussion papers, etc.

On an ongoing basis, members of the Board will have a role in disseminating and supporting the use of the Centre's work within their own organisations and networks.

## **Membership**

Membership of the Board will be drawn from all of the Centre's partner organisations – Scottish Government, NHS Greater Glasgow and Clyde, Glasgow City Council and Glasgow University – with the local partners having two representatives attending meetings and Scottish Government, one representative. The Chief Officer of Glasgow's Integration Joint Board, the GCPH Director and Associate Director will also be full members of the Board. Should there be a need for a formal vote each partner organisation will have one vote, as will GCPH.

The Board will be quorate when there is at least one representative present from each of the partners and GCPH.

Where partners operate a pool system to rotate membership, it is expected that these individuals (all equal, full members) will liaise to ensure that at least two are present at meetings. Partners will take responsibility for agreeing attendance and communicating who will attend from their organisation to the GCPH office manager, in advance of each meeting.

## **Membership as at May 2018**

Scottish Government:

Mr Daniel Kleinberg, Head of Health Improvement

NHS Greater Glasgow and Clyde:

Mr John Brown, Chairman (Chair)

Dr Linda de Caestecker, Director of Public Health

Dr Michael Smith, Associate Director for Mental Health and Addictions

Dr Sonya Scott, Consultant in Public Health

Glasgow City Council:

Cllr Jennifer Layden

Baillie Russell Robertson

Mr Colin Edgar, Head of Communication and Strategic Partnerships

Mr Kevin Rush, Head of Economic Development

University of Glasgow:

Prof Moira Fischbacher-Smith, Assistant Vice-Principal Learning and Teaching (Vice Chair)

Prof Laurence Moore, Director, MRC/CSO Social and Public Health Sciences Unit

Prof Nick Watson, Director of What Works Scotland

Prof Emma McIntosh, Deputy Director of HEHTA

Glasgow HSCP:

Mr David Williams, Chief Officer

Glasgow Centre for Population Health:

Prof Carol Tannahill, Director

Dr Peter Seaman, Acting Associate Director