



Public Health & Wellbeing Committee Induction Pack

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Introduction

Welcome to NHS Fife Public Health & Wellbeing Committee. I hope you find this pack helpful as a new member of the Committee.

Purpose of Committee

The purpose of the Public Health & Wellbeing Committee is to provide assurance that NHS Fife is fully engaged in supporting wider population health and wellbeing for the local population, including overseeing the implementation of the population health and wellbeing actions defined in the Board's strategic plans and ensuring effective contribution to population health and wellbeing related activities.

Dates of Meetings 2024/25

All meetings are held from 10am – 12.30pm and are held virtually via MS Teams. A pre-meet for Non-Executive Members will be held from 9.30am. Meeting papers are available [here](#).

Monday 15 January 2024

Monday 4 March 2024

Monday 13 May 2024

Monday 1 July 2024

Monday 9 September 2024

Monday 11 November 2024

Monday 13 January 2025

Monday 3 March 2025

In addition to the main meetings, development sessions will take place approximately twice a year on specific topics.

Useful Documents

[Annual Statement of Assurance for NHS Fife Public Health & Wellbeing Committee](#)

[Code of Corporate Governance](#)

[Healthcare Improvement Scotland - Community Engagement](#)

[Population Health & Wellbeing Strategy](#)

[Digital & Information Acronyms Abbreviation List](#)

PUBLIC HEALTH & WELLBEING COMMITTEE
CONSTITUTION AND TERMS OF REFERENCE

Date of Board Approval: 28 May 2024

1. PURPOSE

- 1.1 To assure Fife NHS Board that NHS Fife is fully engaged in supporting wider population health and wellbeing for the local population, including overseeing the implementation of the population health and wellbeing actions defined in the Board's strategic plans and ensuring effective contribution to population health and wellbeing related activities.
- 1.2 To exercise scrutiny and challenge over the delivery performance of a range of services for which NHS Fife is accountable to Scottish Ministers.
- 1.3 To strengthen collaboration, build momentum, enable ownership and demonstrate leadership across all current partnerships and networks in Fife (particularly Fife Partnership Board), to address health inequalities and improve the wider determinants of health for our population.
- 1.4 To assure the Board that appropriate mechanisms and structures are in place for public health and wellbeing activities to be supported effectively throughout the whole of Fife NHS Board's responsibilities, including services delivered by partners, to reflect NHS Fife's ambition to be an anchor institution within its population area.

2. COMPOSITION

- 2.1 The membership of the Public Health & Wellbeing Committee will be:
 - Four Non-Executive or Stakeholder members of the Board (one of whom will be the Committee Chair). (A Stakeholder member is appointed to the Board from Fife Council or by virtue of holding the Chair of the Area Partnership Forum or Area Clinical Forum)
 - Employee Director
 - Chief Executive
 - Director of Finance & Strategy
 - Director of Nursing
 - Director of Public Health
 - Medical Director
- 2.2 Officers of the Board will be expected to attend meetings of the Committee when issues within their responsibility are being considered by the Committee. In addition, the Committee Chair will agree with the lead Executive officer to the Committee which other Senior Staff should attend meetings, routinely or

otherwise. The following will normally be routinely invited to attend Committee meetings:

- Director of Health & Social Care
- Director of Pharmacy & Medicines
- Director of Property & Asset Management
- Associate Director, Planning & Performance
- Board Secretary

2.3 The Director of Public Health shall serve as the lead Executive officer to the Committee.

3. QUORUM

3.1 No business shall be transacted at a meeting of the Committee unless at least three members are present, two of whom should be Non-Executive members of the Board. There may be occasions when due to the unavailability of the above Non-Executive members, the Chair will ask other Non-Executive members to act as members of the Committee so that quorum is achieved. This will be drawn to the attention of the Board.

4. MEETINGS

4.1 The Committee shall meet as necessary to fulfil its remit but not less than six times per year.

4.2 The Chair of Fife NHS Board shall appoint a Chair who shall preside at meetings of the Committee. If the Chair is absent from any meeting of the Committee, members shall elect from amongst themselves one of the other Non-Executive Committee members to chair the meeting.

4.3 The agenda and supporting papers will be sent out at least five clear days before the meeting.

5. REMIT

5.1 The remit of the Public Health & Wellbeing Committee is:

- To agree key areas of focus within the public health priorities that will be taken forward every year, oversee the agreed population health activities, ensure equity in provision and access to services, and provide assurance thereon to Fife NHS Board.
- To ensure that a strategic plan is formulated that reflects public health and wellbeing needs and priorities for the population serviced by NHS Fife in line with the priorities of the national care and wellbeing programmes.
- To monitor strategy implementation through regular progress reports and review of intermediate measures and long-term outcomes.
- To receive assurance that the risks relating to primary care and community services are addressed in line with the directions set and that robust

mitigating actions are in place to address any areas of concern or where performance is not in line with national standards or targets.

- To support the work of the Anchor Institute Programme Board and receive updates on progress and outcomes.
- To support the work of the Primary Care Governance & Oversight Group, in its development of the Primary Care Strategy.
- To support the ambitions set out in the Plan for Fife (Community Planning Partnership) through collaboration on agreed areas of influence.
- To undertake scrutiny of individual topics / projects / work-streams to promote the health of the population in Fife, including NHS Fife staff, with particular emphasis on prevention and addressing health inequalities.
- To ensure appropriate linkages to other key work of the Board, such as the development of new services, workstreams and delivery plans.
- To undertake an annual self-assessment of the Committee's work and effectiveness.

5.2 The Committee shall review regularly the sections of the NHS Fife Integrated Performance & Quality Report relevant to the Committee's areas of responsibility.

5.3 The Committee will produce an Annual Report incorporating a Statement of Assurance for submission to the Board. The proposed Annual Report will be presented to the first Committee meeting in the new financial year or agreed with the Chairperson of the respective Committee by the end of May each year for presentation to the Audit and Risk Committee in June and thereafter to the Board.

5.4 The Committee shall provide assurance to the Board on achievement and maintenance of Best Value standards, relevant to the Committee's area of governance as set out in Audit Scotland's baseline report "Developing Best Value Arrangements" and the Scottish Public Finance Manual.

5.5 The Committee shall draw up and approve, before the start of each financial year, an Annual Workplan for the Committee's planned work during the forthcoming year.

6. AUTHORITY

6.1 The Committee is authorised by the Board to investigate any activity within its Terms of Reference, and in so doing, is authorised to seek any information it requires from any employee.

6.2 In order to fulfil its remit, the Public Health & Wellbeing Committee may obtain whatever professional advice it requires, and require Directors or other officers of the Board to attend meetings.

7. REPORTING ARRANGEMENTS

7.1 The Public Health & Wellbeing Committee reports directly to Fife NHS Board. Minutes of the Committee are presented to the Board by the Committee Chair,

who provides a report, on an exception basis, on any particular issues which the Committee wishes to draw to the Board's attention.

- 7.2 Each Committee of the Board will scrutinise the Corporate Risks aligned to that Committee on a bi-monthly basis.

Members

JOHN KEMP, NON-EXECUTIVE MEMBER & COMMITTEE CHAIR

John was previously a director of the Scottish Funding Council, the body responsible for funding universities and colleges. During his 20 years at the Council, his roles included responsibility for outcome agreements with colleges and universities; leading a programme of college mergers; interim chief executive between 2016 and 2018; and a secondment to the University of the Highlands and Islands for two years from 2019 to 2021. Before that he had been a councillor and had worked in publishing. He brings extensive experience of linking investment and outcomes in the public sector and knowledge of the education system that supports people into NHS careers.



JO BENNETT, NON-EXECUTIVE MEMBER

Jo Bennett's experience includes a variety of roles in the health and voluntary sector in Scotland. She has been involved in designing, initiating and evaluating a wide range of services across Scotland, working in partnership with voluntary and statutory sectors to improve patient and service user experience and care outcomes.

She has a background in improvement science and health and care governance.



ALISTAIR MORRIS, NON-EXECUTIVE MEMBER

Alistair is a Scottish solicitor with over 35 years' experience in private practice acting for individuals, families and owner-managed businesses. Apart from four years attending Aberdeen University, he has lived in West and North East Fife all his life. After serving 24 years as an elected member of the Law Society of Scotland's Council, he was elected President in 2014/15. Alistair was a member of the Judicial Appointments Board for Scotland until January 2019. During that time, he had the opportunity of working in a range of commercial boards and charities contributing to the development of strategies, communication with stakeholders, improving board governance, and the proportionate implementation of regulation.



ARLENE WOOD, NON-EXECUTIVE MEMBER

Arlene Wood was a registered nurse with more than 40 years' experience working in the NHS. Prior to her retirement from nursing in May 2021, Arlene has held a number of professional and managerial roles across a range of services including Critical Care, Theatres, Orthopaedics and most recently within Mental Health Services. Within these roles Arlene was able to contribute to a range of development programmes to help improve service delivery.



LYNNE PARSONS, EMPLOYEE DIRECTOR

Lynne Parsons has worked in NHS Fife since qualifying as a Podiatrist in 1987 and has experience working in Acute, Community and Primary Care settings. She has previously held a Director's role within her own professional body, The Royal College of Podiatry. She has over 20+ years' experience as a Trade Union and Health & Safety representative and has held a Partnership Coordinator role and Local Partnership Forum Co-Chair role within NHS Fife. Lynne has actively been involved with



many key projects and staff-side initiatives, as well as a range of policy making groups, workforce planning, job evaluation and governance groups. She took up the role of Employee Director in October 2023.

JANETTE KEENAN, DIRECTOR OF NURSING

Janette joined NHS Fife in 2002 as Deputy Director of Nursing in Acute Services. She trained as a nurse in Falkirk and Stirling and worked in a variety of roles in NHS Forth Valley, including Ward sister in the Stroke unit, eHealth Project Nurse, Nurse Manager, and Associate Director of Nursing before crossing the bridge into Fife. She became Associate Director of Nursing in Fife in 2014 and Director of Nursing in 2021. She chaired the Area Clinical Forum between 2016 and 2021. Janette has completed a MBA and took part in the NHS Scotland 'Delivering the Future' leadership programme. She is passionate about modern health and social care, about delivering the best for the people of Fife and providing a progressive, positive workplace for staff. Person-centred care, delivering excellence in patient experience and kindness are at the heart of what she believes in.



MARGO MCGURK, DIRECTOR OF FINANCE & STRATEGY

Margo joined NHS Fife as Director of Finance in February 2020. She is a CCAB qualified accountant, with a broad range of experience across the public sector but particularly within the NHS in Scotland. She has significant experience of decision-making at strategic and operational levels and has a strong personal focus on developing strategy, supporting culture, delivering sound financial control and best value from the allocation of resources. Very experienced in delivering professional leadership to the finance function, she has held a number of senior roles across a number of NHS Boards. She is particularly interested in working in partnership across organisations and leading on the development and delivery



of financial strategies to support delivery against agreed priorities.

DR CHRIS MCKENNA, MEDICAL DIRECTOR

Dr McKenna - started his career in NHS Fife in 2011, when he was employed as one of the first consultants in Acute Medicine. He trained as an Acute Physician in the South East of Scotland and is a Fellow of the Royal College of Physicians Edinburgh. He was appointed as the Clinical Director for Emergency Care within the Acute Division of NHS Fife in 2015 and has played a key role in the improvement of unscheduled care delivery within the Victoria Hospital. Dr McKenna completed the IHI Improvement Advisor training programme in 2012 and has been involved in a number of quality and safety initiatives across the Acute Division. In 2018 Dr McKenna took part in the Leading for the Future programme and he is passionate about the development of Medical Leadership. He took up his position as Medical Director for NHS Fife in March 2019.



CAROL POTTER, CHIEF EXECUTIVE

Carol took up her role as Chief Executive in September 2020 having been appointed Interim Chief Executive in January 2020. Carol was previously Director of Finance from May 2017 and, prior to that, Assistant Director of Finance, having joined NHS Fife in March 2014, following a short spell in the higher education sector. Her NHS career started in 1993 with the then Kirkcaldy Acute Hospitals NHS Trust, as a National Finance Graduate Trainee. During the intervening period, Carol has held senior NHS finance roles in Forth Valley, Lanarkshire and Lothian. In 2004 Carol spent a short period with the Scottish Government leading a review of training and development within the finance function across NHS Scotland. She has a broad portfolio of experience across strategic financial planning, operational financial performance management and major capital investment



projects. She is presently a trustee of the Healthcare Financial Management Association (HFMA), the representative body for finance staff in healthcare.

DR JOY TOMLINSON, DIRECTOR OF PUBLIC HEALTH

Dr Joy Tomlinson has more than 28 years' experience in clinical and Public Health work within the NHS in Scotland. She began her career in Public Health following completion of training in general practice and has worked as a consultant in Public Health since 2009. She joins NHS Fife in June from NHS Ayrshire and Arran, where she was recently Interim Director of Public Health (Joint).

