

POPULATION HEALTH COMMITTEE CONSTITUTION AND TERMS OF REFERENCE

Date of Board Approval: 26 May 2026

1. PURPOSE

- 1.1 To develop and support implementation of a population health approach in NHS Fife – early intervention and prevention, evidence-based population health interventions with a focus on reducing inequalities - to ensure best population health outcomes across the whole system for people living in Fife.
- 1.2 To assure Fife NHS Board that NHS Fife is fully engaged in supporting wider population health improvement for the local population, including overseeing the implementation of the population health actions defined in the Board's strategic plans and ensuring effective contribution to population health related activities.
- 1.3 To exercise scrutiny and challenge over the delivery performance of a range of services, including those delegated by the Board to the Integration Joint Board, for which NHS Fife is accountable to Scottish Ministers.
- 1.4 To strengthen collaboration, build momentum, enable ownership and demonstrate leadership across all current partnerships and networks in Fife (particularly the community planning partnership Fife Partnership Board), to address health inequalities and improve the wider determinants of health for our population.
- 1.5 To assure the Board that appropriate mechanisms and structures are in place for population health activities to be supported effectively throughout the whole of Fife NHS Board's responsibilities, including services delivered by partners and contractors, to reflect NHS Fife's ambition to be an anchor institution within its population area.
- 1.6 To guide their work using the definition of population health as set out within Scotland's national [Population Health Framework](#). This states that population health is defined as an approach aimed at improving the health of an entire population. It is about improving the physical and mental health outcomes and wellbeing of people within and across a defined local, regional or national population, while reducing health inequalities. It includes action to reduce the occurrence of ill health, action to deliver appropriate health and care services and action on the wider determinants of health. It requires working with communities and partner agencies.

2. COMPOSITION

- 2.1 The membership of the Population Health Committee will be:

- A minimum of four Non-Executive or Stakeholder members of the Board. (A Stakeholder member is appointed to the Board from Fife Council or the University of St Andrews or by virtue of holding the Chair of the Area Partnership Forum or Area Clinical Forum)
 - Employee Director
 - Chief Executive
 - Director of Nursing
 - Director of Public Health
 - Medical Director
- 2.2 A Chair and Vice Chair of the Committee will be appointed by the Chair of the Board from the Non-Executive / Stakeholder membership of the Committee. In the event of the Chair of the Committee being unable to attend for all or part of the meeting, the meeting will be chaired by the Vice Chair. The Vice Chair will also support the Chair in the effective running of the Committee, including attending agenda setting meetings and approving draft minutes if so required.
- 2.3 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 Communications & Engagement
 - Director of Health & Social Care
 - Director of Planning & Transformation
 - Director of Property & Asset Management
 - Deputy Director of Planning & Transformation
 - Board Secretary
- 2.4 The Directors of Health & Social Care and Public Health shall serve as the Lead Executive Officers 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 or Stakeholder members of the Board. There may be occasions when due to the unavailability of the above Non-Executive or Stakeholder members, the Chair will ask other Non-Executive or Stakeholder members to act as members of the Committee so that quorum is achieved. This will be drawn to the attention of the Board in the meeting minute.

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

5. REMIT

- 5.1 The remit of the Population Health Committee is:

- To use the nationally agreed Population Health Organisation Maturity Matrix and agree key areas of focus within the population health priorities that will be taken forward each year, oversee the agreed activities, ensure equity in provision and equity of access to services, and provide assurance thereon to Fife NHS Board.
- To ensure that strategic and delivery plans are formulated that reflect population health needs and priorities for the communities 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 provide assurance to the Board that population health work is conducted in line with relevant statutory frameworks, for example the Fairer Scotland Duty, the Equalities (Scotland) Act, the Human Rights Act, UN Conventions on the Rights of the Child and the Community Empowerment and Engagement Act.
- To receive assurance that the performance and risks relating to primary care and community services are addressed in line with the Directions set by the Integration Joint Board and that robust mitigating actions are in place to address any areas of concern or where performance is not in line with national or local 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 Alcohol & Drug Partnership and receive assurance on the effectiveness of its activities.
- To support the work of the Primary Care Governance & Oversight Group, in its delivery of the Primary Care Strategy.
- To support the ambitions set out in the current Plan for Fife and actively contribute to the design and delivery of the future Plan for Fife as an active member of Fife 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 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 Population Health 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 Population Health Committee reports directly to Fife NHS Board. Minutes of the Committee are presented to the Board by the Committee Chair or Vice Chair, who also provides an assurance report on the matters considered at the Committee and highlights 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.