

Information pack for appointment to the Board of NHS Fife



The Cabinet Secretary for Health and Care is seeking to appoint up to three members to the Board of NHS Fife. The Cabinet Secretary values highly the benefits of having different points of view on the Board and welcomes applications from people from all walks of life.

The appointments process for this Board vacancy follows the [Code of Practice for Public Appointments](#) and is regulated by the [Ethical Standards Commissioner](#).

Key dates for this appointment round

Closing date	10 July 2026 at 1pm
Sift of applications	30 July 2026
Date applicants will hear about the outcome of their application	31 July 2026
Interviews	26 and 27 August 2026 in person at Queen Margaret Hospital, Whitefield Rd, Dunfermline, KY12 0SU. It is unlikely that we will be able to offer an alternative interview date.
Ministerial decision	w/c 7 September 2026
Start date	1 October 2026

Welcome letter



Dear Applicant,

Thank you for your interest in these three vacancies for Non-Executive Board Members for NHS Fife.

The NHS is one of the most valued and trusted institutions in the country and being able to help shape its future and provide assurance that it is working effectively, efficiently and in the best interest of our patients is a hugely rewarding role.

NHS Fife is one of 14 territorial NHS Boards in Scotland. The organisation provides healthcare to around 375,000 people. With an annual budget of £1.07 billion revenue and in 2026/27 a capital allocation of £12.9 million, the Health Board employs just over 9,500 staff, making it one of the largest employers in the region. As a large rural area with varied geography and several centres of population, there are particular challenges to meeting the health needs of the people of Fife. To address these challenges, NHS Fife works closely with a variety of partners at a local, regional and national level, including Fife Council, Fife Health & Social Care Partnership, other Health Boards in Scotland, the voluntary and independent sector and, most importantly, the public. NHS Fife assumed the status of a University Health Board in July 2025 and is working in a formal partnership arrangement with the University of St Andrews to deliver ScotCOM, the first medical degree programme in Scotland specialising in community medicine.

At NHS Fife, we are committed to the highest standards of governance, transparency and inclusion. As a Board member, you will play a vital role in upholding these principles - ensuring robust oversight, fostering a positive organisational culture, and championing equality, diversity and inclusion across the organisation.

We are currently recruiting three new Non-Executive members to join the Board. For these roles, we are seeking applicants with a significant breadth and depth of general skills and experience that will enable them to make an immediate contribution. For the first of these roles, we are specifically

seeking someone with experience of working within primary care, either as a GP or as a senior primary care practitioner. For the second role, we are seeking an individual who has experience of leading or delivering digital transformation within a large and complex organisation. Finally, the third role seeks applications from individuals with experience in the area of clinical governance, to ensure the Board continues to improve the quality of its services and safeguard the care provided to our patients. Further details are provided in the Person Specification below, which I encourage you to review.

It is also important to remember that you will be working as part of a team where you can call on expert advice to help you make up your mind on complex issues. The key skills of a Non-Executive Board member really can be summarised as having an ability to question and scrutinise, to be able to think strategically, and to have a commitment to help support the development of the NHS in Fife.

The enclosed information will, I hope, answer many of the questions you may have about the work of the Board and the role of a Non-Executive. We also have a dedicated area on our website at www.nhsfife.org/about-us/nhs-fife-board, where further information on the Board's activities can be found. Also at this link, you will find a short video presentation from the current Board Chair about these vacancies, giving the perspectives of a small number of existing Non-Executives on the Board.

I will be holding a virtual information session, on **Tuesday 23 June at 6pm**, to provide further information about these Non-Executive opportunities. To register for the session, please email fife.boardadministration@nhs.scot and details on how to join the session will be sent out to you.

If you are unable to attend the session, please feel free to contact me at the above email address to arrange an informal conversation about the role.

I hope you will apply and join me in ensuring we are delivering the very best healthcare for the people of Fife.

Yours sincerely

Pat Kilpatrick
Chair, NHS Fife



Information about the role

Remuneration	<p>The remuneration for the role is £16,224 per annum* for one day a week, which is non-pensionable. You would also receive allowances at rates set centrally for relevant travel and subsistence costs. All reasonable receipted dependant-carer expenses, including childcare, and for support required to help you carry out your duties effectively will also be reimbursed where applicable.</p> <p>*increasing to £17,784 from 1 April 2027</p>
Time commitment	<p>By the nature of a non-executive member role, the time commitment will vary week to week, but you must be able to make a firm commitment to spend on average eight hours over the course of a week on Board business. This time will be a mix of daytime Board meetings, committee meetings, reading documents and attending stakeholder events. You will need to have flexibility in order to attend at a greater frequency subject to the Board's ongoing business needs. There may be the opportunity for you to commit more time to the role, but the Board Chair would discuss this with you. Should you be required to contribute more than the average 8 hours per week on a regular basis, then, at the discretion of the Board Chair, you may receive additional remuneration.</p>

<p>Length of appointment term</p>	<p>The term of appointment will be for four years. When a term comes to an end, the skills the Board requires will be reassessed. If you satisfy the requirements of the new person specification at that time, and there is evidence of your effective performance, Scottish Ministers may consider reappointing you for a further term. A non-executive member's total period of appointment will not exceed eight years. Any previous time you may have served as a member of Fife NHS Board will be taken into account in relation to this eight year limit.</p>
<p>Location of meetings</p>	<p>Meetings of the Board are generally held in Kirkcaldy at the Victoria Hospital site. Committee meetings are held virtually. The expectation is that the work will be a blend of virtual and physical meetings, but a physical presence will be required for Board Meetings and Board Development Sessions. Board members are also required to attend a regular programme of visits to NHS Fife sites to meet with staff, patients, carers and other stakeholders.</p>
<p>Disqualifications</p>	<p>Appointments to NHS bodies are also governed by regulations, which include details of the circumstances in which an individual may be disqualified from being appointed. The circumstances vary from body to body and it is not possible to include an exhaustive list here covering every appointment. Further information is provided in Annex A.</p> <p>A member of the Scottish Parliament cannot also hold a public appointment for</p>

public bodies listed in the schedule of [the Scottish Parliament \(Disqualification\) Order 2020](#).

Former ministers and senior crown servants (director general level and above) should seek advice from the Advisory Committee on Business Appointments (ACOBA) before applying for this role.

The Board of NHS Fife

The overall purpose of the Board is to ensure the efficient, effective and accountable governance of NHS Fife and to provide strategic leadership and direction for the system as a whole, focussing on agreed outcomes. The Board's functions focus on strategic development, resource allocation, implementation of annual delivery plans and performance review and management.

NHS Fife is tasked with delivering high quality person-centred care whilst improving the overall health and wellbeing of the people of Fife. Some key facts about NHS Fife are:

- it covers a local population of 375,000;
- it employs around 9,500 staff;
- it has an annual revenue budget of £1.07 billion in 2026/27; and
- it also has a capital budget of £12.9 million in 2026/27

Facilities include:

- Unscheduled Care and a wide range of Acute Services at Victoria Hospital, Kirkcaldy
- Day Surgery and a range of ambulatory care and diagnostic services at the Queen Margaret Hospital, Dunfermline
- Orthopaedic National Treatment Centre in Kirkcaldy
- 8 community hospitals across Fife
- A range of independent primary care practices – 55 GP practices, 59 Dentists, 46 Opticians and 85 community pharmacies.

In addition, NHS Fife works closely with its local population, patients, staff and colleagues within the [Fife Health and Social Care Partnership](#) and third sector to ensure local needs are met for the community.

You can find out more about the local context of NHS Fife through these links below:

[Population Health & Wellbeing Strategy](#)

[Live Life in Fife](#)

[Our vision, mission and values](#)

[Annual reporting and strategic planning](#)

[Code of Conduct for Board Members](#)

[Board Members' Induction Pack](#)

The role of the Board Member

It is important that Fife NHS Board has members with a variety of different skills and experience that enable the Board to work effectively. It is unlikely that anyone joining the Board will have all the skills, knowledge and experience necessary to fully carry out the role from the start of their appointment. What we are looking for is someone who can put their skills, knowledge and experience to use for the benefit of the Board, and who has the capacity and commitment to grow and develop into the role.

All Non-Executive members will be expected to make a full contribution to the work of the Board, including participation in its varied governance committees, the Fife Health & Social Care Partnership's Integration Joint Board, and the Fife Health Charity.

You will work with the Chair and other members of Fife NHS Board to:

- maintain public confidence in the organisation as a public body and ensure the Board acts in the best interests of patients and the public.
- ensure the Board develops vision, strategies and clear objectives to deliver organisational purpose in the context of Scottish Government policies and priorities.
- account individually and collectively for the effectiveness of the Board as it governs the organisation.
- provide purposeful scrutiny and assurance on the decisions the Board makes, ensuring the appropriate systems are in place to hold the executives to account effectively.
- chair or participate as a member of key committees as part of the accountability processes within the Board.
- participate, if required, as a member of the Fife Integration Joint Board.
- actively support and promote a healthy culture for the organisation and reflect this in their own behaviour.
- serve as a trustee of the Board's endowment funds (Fife Health Charity) and participate, if required on one of its committees; and
- uphold the highest ethical standards of integrity and probity - being honest and trustworthy - and comply with the Board's [Code of Conduct](#) derived from the nine principles of public life set out by the Committee of Standards in Public Life (see p.24).

The selection panel

Chair	Jason Birch, Deputy Director Chief Nursing Officer, Scottish Government
Panel member	Pat Kilpatrick, Chair, NHS Fife
Panel member	Fiona Sandford, Chair, NHS Borders

Please note that applicants will be asked to declare if they know any members of the selection panel. The panel will also declare if they know any applicants. Any actual or perceived conflicts of interest will be managed in line with the [Ethical Standards Commissioners Code of Practice for Public Appointments](#).

Person Specification

Fife NHS Board is looking for three new members to join its Board.

ROLE 1: Primary Care: You will need to provide evidence of the ROLE 1 Priority Criterion, **plus** all of the general essential criteria.

ROLE 2: Digital Transformation Experience: You will need to provide evidence of the ROLE 2 Priority Criterion, **plus** all of the general essential criteria.

ROLE 3: Clinical Governance: You will need to provide evidence of the ROLE 3 Priority Criterion, **plus** all of the general essential criteria.

You should consider which role best fits your skills, knowledge and experience. You can apply for more than one role if you feel you can meet the appropriate criteria.

For all roles, **the priority criteria are weighted over the general essential criteria**, and the candidate or candidates who provide the strongest evidence against the priority criteria will be considered most able to fulfil the roles. In the event that candidates provide evidence of equal merit against the priority criteria, the panel will then take into account the strength of the evidence presented against the general essential criteria in determining the candidate(s) most able to fulfil the roles.

In line with the Ethical Standards Commissioner's Code of Practice, and Scottish Government guidance, Ministers retain the discretion to determine the final appointments. The Minister will appoint a combination of candidates as Board Members who together most closely meet the Priority Criteria in order to achieve the right balance of skills, knowledge and experience on the Board

NHS Scotland's values are at the heart of everything that we do. These values, as outlined in the [NHS Scotland Workforce Strategy](#) guide the work of the Board in all that it does. As a member of this Board, you will not only need to have the right skills, knowledge and experience for the role, but also be able to demonstrate behaviour aligned to these values, which are:

- care and compassion;
- dignity and respect;
- openness, honesty and responsibility; and
- quality and teamwork.

It is expected that the evidence you provide against the requirements sought at each of the assessment stages, as set out on the following pages, will also explicitly draw out how your

behaviours and approach have been guided by these values; and this will be tested throughout the process.

The successful candidates must be able to demonstrate that they meet all essential criteria.

Priority Criteria	Example indicators	How this will be assessed
<p>Role 1</p> <p>Primary Care –</p> <p>A background as a Primary Care Practitioner, other Senior Clinical Leader or a GP (candidate is required to hold current registration with relevant professional regulatory body).</p>	<p>This could include:</p> <ul style="list-style-type: none"> • Current working knowledge of the challenges for clinical practitioners working in primary care settings in the NHS in Scotland. • An understanding of how the interface between primary and secondary care works and the experience to identify the challenges and the impact on patient care. • An understanding of current government policy in addressing the challenges of improving population health, addressing inequalities and ability to identify the opportunities to shift the balance of care from hospital to community settings. 	<p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 400 words.</p> <p>This will be assessed at application stage and at interview stage.</p>
<p>Role 2</p> <p>Digital transformation experience –</p> <p>Evidence of achievement in using digital and information technology to reshape and improve services.</p>	<p>This could include:</p> <ul style="list-style-type: none"> • Experience of the inter-related aspects of digital transformation. • Personal experience of successfully developing or working in an environment 	<p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 400 words.</p>

	<p>which has been digitally transformed.</p> <ul style="list-style-type: none"> • Experience of identifying opportunities and overcoming the barriers and challenges of digital transformation. • The capacity to transfer your experience and skills of digital transformation to a health and care setting. • An understanding and awareness of Technology Enabled Care and how this might be applied. 	<p>This will be assessed at application stage and at interview stage.</p>
<p>Role 3</p> <p>Clinical Governance –</p> <p>Demonstrates a clear understanding of what clinical governance means in an NHS Board context, seeking to continuously improve the quality of services and safeguard high quality of care.</p>	<p>This could include:</p> <ul style="list-style-type: none"> • Shows awareness of the role of a Board in ensuring effective clinical governance, oversight and assurance. • Demonstrates the skills required to effectively chair the Clinical Governance Committee, a standing committee of the Board. • Recognises the role of quality improvement, risk management and performance monitoring in supporting effective and safe service delivery. 	<p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 400 words.</p> <p>This will be assessed at application stage and at interview stage.</p>

Essential Criteria	Example indicators	How this will be assessed
1. Understanding of the challenges in relation to the delivery of health	<ul style="list-style-type: none"> • Demonstrates a broad understanding of the key challenges facing health and social care (e.g. demand 	<p>In your online application: Please demonstrate how you meet this criterion. Your</p>

<p>and social care services in NHS Fife.</p>	<p>pressures, financial constraints, workforce and service transformation).</p> <ul style="list-style-type: none"> • Shows awareness of how local context (including geography, population health and inequalities) impacts access to and delivery of services. • Applies a “bigger picture” perspective, recognising strategic priorities, risks and longer-term implications when considering issues. • Reflects critically on personal or professional experience to identify challenges, opportunities and potential improvements. • Demonstrates adaptability and collaborative working across organisational or sector boundaries to support improved outcomes. 	<p>response should be no more than 400 words.</p> <p>This will be assessed at application stage and at interview stage.</p>
<p>2. Corporate Governance</p>	<ul style="list-style-type: none"> • Demonstrates a clear understanding of what corporate governance means in a public body context, including accountability, transparency and stewardship of public resources and how these would apply in the NHS. • Shows awareness of the role of a Board in ensuring effective governance, oversight and assurance. • Understands the importance of legal, financial and regulatory compliance. • Demonstrates awareness of the distinction between executive and non-executive 	<p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 400 words.</p> <p>This will be assessed at application stage and at interview stage.</p>

	roles in governance and decision-making.	
3. Motivation and Fit through demonstration of the NHS Scotland Values	<p>Embedding these values in everything we do. In practice this means:</p> <ul style="list-style-type: none"> • Demonstrating our values in the way we work and treat each other. • Using our values to guide the decisions we take. • Identifying and dealing with behaviours that don't live up to our expectations. • Being responsible for the way we work and not just the work we do. 	It is expected that the evidence you provide in your written application and during the interview will draw out how your behaviours and approach demonstrate these values.
4. Ability to contribute effectively to the decision making of the Board	<ul style="list-style-type: none"> • Ability to be effective as part of a team. • The confidence to bring forward your ideas to help influence and inform solutions. • Being constructive and objective in questioning proposals, debating issues. • Using available information and balancing different considerations to reach conclusions and seeing the "bigger picture" when considering issues and topics. • Critically evaluates and triangulates information and sources of data to assess overall effectiveness. 	<p>We will ask you to complete a practical exercise as part of the final assessment stage.</p> <p>We will also have a follow up discussion with you during the interview.</p>
5. Ability to communicate effectively with different stakeholders including the Board and Executive Team	<ul style="list-style-type: none"> • Ability to be focussed and succinct in your communications. • Ability to listen to diverse voices and respect views that are different to your own. • Ability to put your view across clearly and respectfully, and 	This will be tested throughout the process.

	<p>influence group decision making.</p> <ul style="list-style-type: none"> • Ability to engage with a diverse range of people and stakeholders, including staff within the healthcare setting and the third sector. 	
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Finally, you should provide a tailored CV/career history setting out your experience. This should be **no more than one A4 page** and show how the roles/positions you have held, and/or activities you have undertaken, are relevant to this role.

How to Apply

Please follow these instructions step by step to apply for these roles.

1. You will be asked to supply some personal information and then complete the questions relating to political activity and any conflicts of interest. This information will not be made available to the selection panel.
2. You will then be asked to supply evidence to answer the priority criteria questions for these roles.

You will have the opportunity to enter answers for any of the following three priority areas of skills and experience:

- Role 1 – Primary Care – labelled as ‘Priority Criteria 1’ on the application system (400 words max)
- Role 2 – Digital transformation experience - labelled as ‘Priority Criteria 2’ on the application system (400 words max)
- Role 3 – Clinical Governance - labelled as ‘Priority Criteria 3’ on the application system (400 words max)

You should consider which role best fits your skills, knowledge and experience. You can apply for more than one role if you feel you can meet the appropriate criteria.

3. You must then answer the following essential criteria questions, **if you do not complete this, your application cannot be considered:**

- Understanding of the challenges in relation to the delivery of health and social care services in NHS Fife – labelled as ‘Essential Criteria 1’ on the application system (400 words max)
 - Corporate Governance – labelled as ‘Essential Criteria 2’ on the application system (400 words max)
4. Finally, you should provide a tailored CV/career history setting out your experience. This should be **no more than one A4 page** and show how the roles/positions you have held, and/or activities you have undertaken, are relevant to this role.

Please note that late applications will not be considered by the selection panel.

If you experience any difficulties, please contact the Public Appointments Team by emailing Public.appointments@gov.scot.

Application Advice

The selection panel will not make assumptions – for example from a job title – as to the skills, knowledge, experience and attributes you have gained. The Panel will review the evidence provided and invite to the second and final assessment stage those applicants who most closely meet the criteria being tested at this first stage of assessment. By the end of the selection process, you must have demonstrated that you have met one of the priority criteria and all of the essential criteria to the satisfaction of the selection panel in order to be considered for appointment.

You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at this application stage. When being asked to demonstrate knowledge, understanding or experience, you should describe how you gained this, the breadth and depth of this knowledge, understanding or experience and any situations where you have used this.

Please use specific evidence to support your answers that is relevant to the requirements being tested. Draw on evidence from your working and/or personal life, or through your participation with a private, public, voluntary, charity or community organisation. Please note that there are word limits at each of the sections.

Suggested preparation

- Take time to think about each of the criteria and think about the situations you have recently been involved in.
- Think how your actions and experiences led to results that demonstrate the criteria.
- Prepare your answers.

Your evidence

- Please be clear and succinct. You may be asked to expand on your answers at interview.
- Draw on evidence which best demonstrates your skills, knowledge or abilities in that area.

In providing your evidence, it would be helpful if you could explain your personal contribution, what you did and how you did it – use “I” not “we.” Give the outcome – what happened? How effective was the result? How influential were your role, actions and interventions? What impact did you have?

Using the STARR method

When providing evidence against the criteria, you may find it helpful to structure your responses using the **STARR method**. This helps you present clear, concise, and relevant

evidence and allows the selection panel to understand your individual contribution and impact.

- **Situation** – Briefly describe the context or background.
- **Task** – Explain your specific role or responsibility.
- **Action** – Describe what *you* did (use “I”, not “we”), including how and why you took those actions.
- **Result** – Set out the outcome of your actions and what was achieved.
- **Reflection** – Where appropriate, reflect on what you learned, what you would do differently, or how this experience is relevant to the role of a Non-Executive Board Member.

Using this approach will help you demonstrate not only *what* you did, but *how* you applied your skills, judgement, and values, and the impact of your contribution.

Scoring guidance

This is provided to the panel with the intention of providing guidance on how they might score the evidence provided by applicants in relation the criteria sought for this role. All markings used to draw up the shortlist and assess an applicant’s suitability for appointment at interview must be based on objective assessment of their suitability for appointment

Evidence = Information that tends to prove something i.e. not bald statements that the applicant has the skill or knowledge, but supporting facts which indicate that this is the case. There will always be an element of trust involved – an applicant could fabricate evidence on a form, however, it is likely that they would be “found out” at interview. Statements which are backed up by tangible facts (in what role the skill was demonstrated, for how long, with what results, how often, for whom, where, when, what was involved, and so on) will therefore be treated as evidence for the purposes of assessing an application.

- **Score of 1: Very Poor or No Evidence**

Where an applicant does not mention a competency / skill criteria at all or deals with it only in passing. An example being providing a one sentence statement e.g. “I possess excellent communication skills” with no elaboration.

- **Score of 2: Poor or Little Evidence**

Insufficient evidence or information is provided. Applicants may deal with the skill but provide either no firm evidence or examples, or they provide no depth to show how they applied it in practice e.g. “I have to organise meetings on a regular basis, and I would obviously not be able to do this without exceptional organisational and planning skills”.

- **Score of 3: Acceptable Evidence**

Sufficient information is provided to give the panel a good grasp of the applicant's skills. The candidate should explain what actions they took, and how they applied the competency/skill, backed up by relevant examples(s) or evidence, ideally with an indicator of success.

- **Score of 4: Good Evidence**

Building on the above but with more breadth and depth to the information and evidence provided. The panel should be left in no doubt that the candidate possesses and uses the competency/skill. There should be a quality to the evidence that shows variety in the application of the competency/skill and some sophistication in their approach.

- **Score of 5: Exceptional Evidence**

As above but covering all aspects of the competency/skill, along with more detailed example(s) that are very relevant and demonstrate real depth, breadth and sophistication in their approach.

The assessment process

The assessment process will happen as follows:

1. The selection panel will assess all application forms against the criteria for appointment (see the person specification). Those who demonstrate evidence that most closely meet the criteria tested at this stage will be shortlisted for interview.
2. The selection panel will interview candidates; the questions they ask will relate directly to the criteria for appointment. As part of the interview, candidates will also complete a Board Paper Exercise, which will assess one of the essential criteria.
3. The selection panel will also ask questions relevant to the fit and proper person test (see below) which will include questions about [the Principles of Public Life](#).
4. The selection panel will review the evidence provided and agree on which candidates have most closely met the criteria for selection and should be recommended to the appointing Minister.
5. The appointing Minister will make a decision about whom to appoint based on evidence from the selection panel. The appointing Minister may request to meet with candidates before making a final decision.
6. Protection of Vulnerable Groups (PVG) Scheme Membership is required for this role. Proposed appointees will be asked to complete pre-appointment checks which will include a Level 2 Disclosure Check with PVG (there is no charge for this). Appointment is conditional on satisfactory completion of these and confirmation of PVG Scheme Membership.

Guaranteed interviews

This appointment round will provide guaranteed interviews for disabled people who meet the criteria being tested at the application stage. To be eligible for a guaranteed interview you must have a physical or mental impairment or a health condition which has a substantial and long-term effect on your ability to carry out normal day to day activities. The selection panel will not know which applicants have requested a guaranteed interview until the shortlisting is complete.

Fit and proper person checks

In the context of public appointments, a fit and proper person is someone who is suitable because they meet the requirements of the role, and their past or present activities and behaviour means they are suitable. Tests are built into different stages of the appointment process to ensure that:

- Conduct to date has been compatible with the public appointment

- Membership is not barred by the body's constitution e.g., criminal record or bankruptcy (see disqualifications)
- There are no unmanageable conflicts of interest
- Political activity is declared
- There is agreement to abide by the Principles of Public life in Scotland. Please see the link [above](#).
- There is confirmation that the time commitment required for the role can be met.

Social media checks for candidates invited to interview

The selection panel may consider publicly available information about candidates which is posted by candidates on social media. Any findings that the selection panel agree are pertinent to the role or that may call into question suitability for the appointment, credibility of the appointments process or the public body will be discussed with candidates at interview. Consideration of any issues will take place openly and transparently to establish the facts. Candidates will be given an opportunity to respond to any concerns. This information will be handled in line with the Privacy Notice for public appointments: [Privacy Notice](#)

Gender Representation on Public Boards

Gender Representation on Public Boards (Scotland) Act 2018 Scottish Government recognises the implications of the Supreme Court judgement dated 16 April 2025 for public appointments subject to the Gender Representation on Public Boards (Scotland) Act 2018. The Supreme Court ruled that a person with a full gender recognition certificate (GRC) which recognises their gender as female, is not a “woman” for the purposes of the Equality Act 2010 and consequently the Gender Representation on Public Boards (Scotland) Act 2018. Revised statutory guidance on the Gender Representation on Public Boards (Scotland) Act 2018 (“2018 Act”) was published on 26th June 2025 following the Supreme Court Judgment dated 16 April 2025 on the definition of “Man”, “Woman” and “Sex” in the Equality Act 2010, and consequently in the 2018 Act.

In order to comply with the 2018 Act, Scottish Government must now request data on biological sex as registered at birth from all applicants for Public Appointments on Boards which are captured by the 2018 Act. **Following your application, you will receive a request from the Public Appointments Team to request this data from you.** The Scottish Government is committed to dignity, fairness and respect for all and actively invites applications from all.

Common questions and answers

<p>Who can I contact to speak about this role?</p>	<p>Please contact fife.boardadministration@nhs.scot to arrange an informal conversation with the Board Chair Pat Kilpatrick.</p>
<p>Who can I speak to about a disability related reasonable adjustment?</p>	<p>Please contact the Public Appointments Team Email: public.appointments@gov.scot Deaf, deafblind and BSL users can contact the team via contactSCOTLAND-BSL</p>
<p>I am having a problem with the application process who can I speak with?</p>	<p>Please contact the Public Appointments Team (see contact details above).</p>
<p>Do you have any advice about how to complete an application form?</p>	<p>Yes. More information is provided here: Introduction- Public appointments: guide - gov.scot (www.gov.scot)</p>
<p>Do you have any advice for candidates attending interviews?</p>	<p>Yes. More information is provided here: Introduction - Public appointments: guide - gov.scot (www.gov.scot)</p>
<p>What does 'appointed on merit' mean?</p>	<p>Appointed on merit means that the people who are appointed most closely meet the criteria that is sought for the board vacancy at a point in time. People are assessed on the evidence that they present in the appointments process and the findings of the fit and proper person test.</p>
<p>What role does the Ethical Standards Commissioner (ESC) have in the appointments process?</p>	<p>The ESC regulate and monitor the public appointments process. The Commissioner plays a role in ensuring appointments are made on merit and use fair methods. More information about the Commissioner's role is provided here: Public appointments Information leaflet Ethical Standards Commissioner</p>
<p>Can I apply if I am not a British citizen?</p>	<p>Yes. You can apply for and be appointed to the Boards of Public Bodies if you are not a British citizen however you must be legally entitled to work in the UK.</p>

<p>Would remuneration for a public appointment impact on my benefits?</p>	<p>Possibly. Taking up a remunerated public appointment may affect benefits payments. This will depend on individual circumstances and you should seek advice from your benefits provider. More information is provided here: Public appointments and welfare benefits: information - gov.scot (www.gov.scot)</p>
<p>Do the selection panel see information from the diversity monitoring form?</p>	<p>No. Diversity monitoring information provided by applicants is not shared with the selection panel. If applicants opt for a guaranteed interview this information will be shared with the selection panel following shortlisting. Sometimes information about a reasonable adjustment is shared with the selection panel to ensure that requirements are met (e.g. if a BSL interpreter is required).</p>
<p>Do I need to provide an email address and contact details at application stage?</p>	<p>In order to meet the requirements of the Baseline Personnel Security Standard (BPSS) the Scottish Government must be able to verify the credentials of applicants for public appointments should they be recommended for appointment. To ensure that this is possible all applicants must provide an address and contact details at application stage. If applicants do not provide this information their application will be rejected.</p>
<p>How will my personal information be handled?</p>	<p>All personal information will be handled with great care and in line with UK GDPR and data protection requirements. Further information can be found in the Privacy Notice here: Privacy notice</p>
<p>Can I get feedback on my application or interview?</p>	<p>Yes. You can request feedback.</p>
<p>Is any training provided if I am offered and take up an appointment?</p>	<p>Yes. Each board has their own induction process and training offer. New appointees are also invited to attend an induction day hosted by the Scottish Government.</p>
<p>Can I apply for a Chair role on a board if I have already been a member of that board?</p>	<p>Yes. Board members can serve a maximum of 8 years on one board in one role. The Board Chair is considered a different role and so current and previous members can apply.</p>

<p>Is it possible to hold more than one public appointment?</p>	<p>Yes. It is possible to have more than one public appointment. You should check that you can make the time commitment for an additional appointment and that there are no unmanageable conflicts of interest.</p>
<p>Are public appointments announced?</p>	<p>Yes. Every appointment is announced here: Public appointments: news releases - gov.scot (www.gov.scot)</p> <p>The board may also announce new appointments on their own website and social media platforms.</p> <p>Information published will include a biography and details of any political activity within the last 5 years.</p>
<p>What standards are expected of board members?</p>	<p>The conduct expected of board members of Scottish public boards is set out here: Members of devolved public bodies: model code of conduct - December 2021 - gov.scot (www.gov.scot)(this includes the Principles of Public Life)</p>
<p>How can I complain about the public appointments process?</p>	<p>Further information about the complaints process for public appointments can be found here: How to apply - Public appointments: guide - gov.scot (www.gov.scot)</p> <p>Anyone concerned about public appointments can raise a complaint and have it independently investigated by the Ethical Standards Commissioner. Investigation process public appointments Ethical Standards Commissioner</p>

For further information

Please contact the Public Appointments Team, Scottish Government

Email: public.appointments@gov.scot

Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](https://www.gov.scot/contact-scotland-bsl)



Annex A Disqualifications

The following paragraphs give an indication of the main circumstances where an individual would normally be disqualified from appointment to any National NHS Board or territorial NHS Board:

You will particularly wish to note that the Health Boards (Membership and Procedure) (Scotland) Amendment Regulations 2016 which came into force on 8th February 2016 highlight that a person who is an employee of a health service body is no longer disqualified from applying to be a non-executive member of the Board.

- Although the regulations state that board members of one NHS board may not be appointed to another health body, Ministers can choose to direct that this disqualification will not apply. Please note however, that non-executive members of Healthcare Improvement Scotland are **not** permitted to be a non-executive member of another NHS board. If you would like further information, please contact the Public Appointments Team by calling 0300 244 1898; or by emailing Public.appointments@gov.scot.
- Anyone who, within a period of five years before the proposed date of appointment, has committed an offence in the British Islands for which they are sentenced to imprisonment (whether suspended or not) for three months or longer.
- Anyone who has been dismissed from employment in a health service body, except by redundancy.
- Anyone who has been removed from office in a health service body before the term of office expires.
- Anyone who has been adjudged bankrupt and not been discharged; has had their estate sequestrated and has not been discharged; has entered in to a trust deed with their creditors and not been discharged; is the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, made under the Bankruptcy (Scotland) Act 1985 or the Insolvency Act 1986; or who is the subject of a bankruptcy restrictions undertaking entered into under either of those Acts.
- Anyone who is or has been subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002.
- Anyone who is or has been removed or prevented from being a trustee of, or otherwise acting for or on behalf of, a charity (or body controlled by a charity) by:
 - a charity regulator; or

- a court or tribunal in the British Islands
- Anyone who has been removed, for reasons of impairment or loss of fitness to practise, from a statutory register maintained by a regulatory body; or from a list under:
 - Parts I or II of the National Health Service (Scotland) Act 1978
 - The National Health Service Act 2016
 - The National Health Service (Wales) Act 2016
 - The Health and Personal Social Services (Northern Ireland) Order 1972
- Anyone who is or has been subject to a sanction under section 19(1) (b) to (e) (action on finding of contravention) of the Ethical Standards in Public Life etc (Scotland) Act 2000.
- Any Board member who is considering standing for election to the Scottish or UK Parliaments (or in any other election) should consider the relevant election rules regarding that person's membership of the Board. Election rules on standing for the Scottish and UK Parliaments are made by the UK Government and any guidance on them should be consulted. If a member is in any doubt about election rules they should seek independent legal advice.

There are circumstances in which the disqualification of an individual who falls under the above may cease.