



Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

FPH Special Interest Group Workplan Template October 2017-December 2018

- Standing committees of the Board - once completed, please send to Caroline Wren via carolinewren@fph.org.uk by 31 August 2017 for sign-off by the FPH Board
- Sub-committees – once completed, please return to your FPH committee adviser by 31 August 2017 for sign-off by your parent committee.
- SIG – once completed, please return to Jenny Mindell (j.mindell@ucl.ac.uk) by 31st August 2017 for sign-off by your parent committee.

1. Introduction

FPH is going through a period of dramatic change and modernisation during one of the most difficult periods of financial austerity, instability and reform the public health community has ever witnessed. We are changing from an organisation people *had* to be a member of in order to work in the public health profession into an organisation we *want* public health professionals to seek out to join and give their money and time to actively support.

This very significant organisational change agenda comes with huge opportunities and very significant challenges. What we do over the next 2-3 years will likely shape the future of our organisation for the next generation.

It also means that, now more than ever, we need to ensure the whole of FPH is focused on helping to deliver our strategic priorities. Everything we do, every investment of time and capacity we make, everything we chose not to do, must support this overall effort.

The Board recognises that it has the most important role in ensuring this new level of strategic focus happens. It recognises that it needs to actively encourage a very clear 'golden thread' running down from FPH's strategy and business plan through to all the committee, SIG and staff activity. And, equally importantly, that there is then a better, more focused reporting mechanism back up to the Board, alongside a far greater level of Board scrutiny of the progress the organisation is making overall against its strategic priorities.

The FPH committees are also crucial to this collaborative effort. The FPH Board is hugely grateful for the time, effort and commitment of committee chairs and members who give their time voluntarily to support the public health cause and ensure a very bright future for this organisation.

As per the committee terms of reference, all FPH committees and sub-committees are expected to produce annual SMART work plans. These work plan need to reflect the capacity, skills and abilities within the committee, and be deliverable.

The Board is committed to offering additional guidance, training and support over the next 12 months to ensure every committee is able to produce timely work plans and then deliver against them successfully to agreed deadlines.

As part of this new support, the Board has also produced this new workplan template which it would like all committees and sub-committees to complete by September 2017. A committee will no longer be given the Board's formal agreement to continue its work until it has produced a workplan which has been signed-off by the Board.

2. Key committee contacts

Name of SIG:	Sustainable Development	
Chair:	Jeremy Wight	
Contact details:	Email: jeremywight73@gmail.com	Phone number: 07803507079
Deputy chair:	Helen Ross	
Contact details:	Email: hzross2@myphone.coop	Phone number: 07890 397924
Is your SIG a parent for any sub-cSIGs? If so, which sub-cSIGdo you provide formal oversight for?	SIG name	SIG chair
	1. Food Sub Group	Amanda Donnelly
	2.	

3. Main SIG activities

Primary objectives – please summarise the (up to) three main things your committee will deliver by December 2018?	Objective / activity	Please list any key milestones or deadlines	What impact do you expect these activities will have?	How will you measure the impact / success of these activities?
	<p>1. Produce publications e.g. factsheets, booklets or webpages that explain the relationship between climate change and health and the role of Public Health practitioners in tackling climate change and the causes of climate change.</p> <p>Who from the SIG is leading on this activity? Jenny Griffiths</p>	<p>Initial drafts of suite of publications by December 2017.</p> <p>Consultation with interested parties completed by end February 2018</p> <p>Publication by end March 2018</p>	<p>To support PH practitioners in making the case for the links between climate change and health.</p> <p>Increased influence of climate change and environmental sustainability considerations in public health policies.</p> <p>Resources available to support PH trainees in acquiring the relevant competencies.</p>	<p>By monitoring the use of the resources – number of downloads from the website, etc.</p> <p>Informal monitoring of the prevalence of climate change and environmental considerations in policy and strategy documents, DPH annual reports, etc.</p> <p>Survey of FPH members??</p>
	<p>2. Support specialty registrars and other practitioners in meeting relevant learning outcomes, particular 5.7, by:</p> <p>a) developing guidance and good practice for educational supervisors and other FPH members; and</p> <p>b) identifying placements for PH registrars to work in sustainable development.</p> <p>Who from the SIG is leading on this activity? Jeremy Wight / Jenny Griffiths in consultation with the PH Registrars Sustainable Development network</p>	<p>Guidance (linked to publications above) produced by end March 2018</p>	<p>Educational supervisors and PH registrars better able to meet and demonstrate learning outcome 5.7.</p>	<p>Informal feedback</p> <p>Survey of members</p>
		<p>Seek expressions of interest from possible organisations for hosting a ‘sustainable development’ placement (e.g. SDU, CSH etc.) by end Oct 2017.</p> <p>Consult with Training Programme Coordinators</p> <p>Publicise to specialty registrars</p>	<p>Database of possible placements established.</p> <p>Database of good practice placements established on Faculty website</p>	<p>Uptake of placements.</p> <p>More Registrars achieving good marks in learning outcomes with regard to sustainable development.</p>

	<p>3. Undertake a stakeholder analysis in order to determine how FPH can best work with other interested organisations in this field, minimising overlap and duplication of effort, and maximising synergy.</p> <p>Who from the SIG is leading on this activity? Jeremy Wight</p>	<p>Identify organisations of interest by end October 2017.</p> <p>Develop framework for determining overlap / underlap / synergy by end October 2017.</p> <p>Complete stakeholder analysis, including communication with relevant organisations if appropriate, by end December 2017.</p>	<p>This will allow prioritisation and alignment of efforts, ensuring that SD SIG has maximum impact given resources available.</p>	
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Secondary objectives what else might the SIG deliver by December 2018 if capacity / time allows?	Objective / activity	Please list any key milestones or deadlines	What impact do you expect these activities will have?	How will you measure the impact / success of these activities?
	4. Develop a Communications Strategy that includes work with partner organisations, development of the SIG database, and responding /reacting to relevant issues as they emerge.	Review SIG 'membership' to distinguish core vs corresponding, areas of interest, etc. by end Sept.	More efficient use of SIG member resources.	1. Up to date Database of SIG members including skills and knowledge
	Who from the SIG is leading on this activity? Jeremy Wight / Helen Ross	Develop communication strategy, building on review of membership and outcome from stakeholder analysis.	More efficient use of resources. Awareness raised within the Faculty of the SIG, how to contact us and what would be of most use to the members. Clear process and route for messages about Climate Change and Sustainable Development and Public Health established within the SIG	2. Number of hits on the FPH SIG page from members 3. Number of press releases issued 4. Feedback from FPH members considered by SIG and actioned
				3.
	5. a) Write a policy discussion paper on an SD and Public Health sustainable development topic (to be agreed) and b) hold a workshop / seminar to engage and consult with the workforce.	Agree topic outline for the series by date... Secure funding by date... Hold the workshop / seminars by date...	The outcomes will inform the FPH on Sustainable Development and Public Health work programme in the future and the next iteration of the FPH competency framework and content	1. Report of event 2. Policy discussion paper presented to FPH Board
	Who from the SIG is leading on this activity? a) - tbc b) Helen Ross – with communications sub group		2.	2.
			3	3.

4. Governance

	6 Hold 4 SIG meetings per year – virtually or in person Who from the SIG is leading on this activity? Jeremy Wight and Helen Ross	1. FPH Annual conference	1. engagement with all FPH members	1. report of SIG meeting at conference
		Three other meetings organised per year	2. engagement with SIG members	2. report of SIG meetings
		3.	3.	3.
	7 Present report on progress to the FPH Board Who from the SIG is leading on this activity? Jeremy Wight / Helen Ross	1. produce draft report	1. workplan monitored and reported	1. report against workplan
		2. circulate for feedback from SIG	2. Engagement with SIG members	2. emerging issues identified in report
3. Present report to FPH Board		3. Engagement with FPH Board	3. FPH Board report and minutes	

In addition to the activities listed above, all committees must report every quarter on progress against their workplan to the Board, actively support all financial forecasts and budgetary requirements, and produce a final year-end report. All sub-committees must report to their parent committee who in turn must report to the Board. Each sub-committee will agree how frequently the SIGs should report to them.

5. Working with other FPH committees and SIGs

	Which committees or SIGs have you spoken to in the development of your workplan?	Will you be working with them on any of the activities above?	If so, how?
1.	none	Potentially all of them – e.g. Transport SIG	Via e mail, skype, invitations to our meetings.
2.			
3.			
4.			
5.			

6. Membership engagement and growth

What are the three main ways your SIG plans to involve FPH members (outside of your own SIG) in the activities listed above? (e.g. consultation exercises, focus groups, surveying, case studies and local examples, encouraging additional members to sit on SIG project groups etc.)	1. Through surveys of FPH members and registrars
	2. By gathering good practice case studies from successful registrars and their supervisors (particularly from competency 5.7)
	3. By continuing to encourage people with expertise from complementary professions to contribute to our understanding and knowledge through open workshops and seminars and meetings
What are the three things your SIG plans to do to promote its activities to members and the wider public health community? (e.g. blogs, articles in Public Health Today, social media activity, opinion pieces in trade press etc.)	1. Two articles in PH Today
	2. Developing a SD SIG presence on the FPH website
	3. Holding 2 workshops to inform our publications and guidance
What are the three main ways you plan to encourage new members to join FPH?	1. By providing good guidance for members and registrars about sustainable development and public health
	2. By promoting our work nationally through attendance / speaker engagement at national and regional conferences and events
	3. Through collaborative working with partner organisations demonstrating FPH commitment to this agenda.
Approximately how many new members do you think your SIG is likely to encourage to join FPH by December 2018?	Impossible to predict. Our challenge is to actively engage the ones we have.

7. Income generation

What are the three main ways you plan to seek to raise income to support your activities and FPH's wider agenda?	1. Application for funding to cover any workshops, publications, as necessary.
	2.
	3.
How much money do you think your SIG will raise?	SIG activities will be determined by the availability of funding, so it is likely that funds raised and expenditure incurred will be equal.

8. FPH Conference 2018

Please could you outline how your SIG plans to take part in FPH Conference 2018:

We will present the outcomes of our work at the conference and utilise the opportunity to consult the wider FPH membership about progress and priorities

9. Resource requirements

FPH recognises the time and energy commitment our members give to the work of SIGs and we want to ensure our support is appropriate. We currently have very limited staff and financial resources and need to make sure that they are used to greatest effect – whether this is in relation to helping to organise a meeting, paying travel costs or spending time to deliver projects. Please could you outline how much staff resource or budget you think would be required to deliver your workplan and whether this has been agreed by the relevant FPH director or CEO:

Staff resource – help with administration of the SIG, arranging meetings for the 3 year programme, paying expenses for speakers, help with development of the member database support with policy development and funding bids.

10. Risk management

Please outline the three main risks associated with this workplan and how you plan to mitigate these risks:

	Identified risk	Suggested mitigation
1.	Not successful in securing £	Cut back on work plan. Reduce costs, e.g. by on line publishing only
2.	Non engagement by FPH members due to lack of resources/ time / energy	Make the content relevant to the day job, whilst remaining challenging and realistic about the risks of climate change

11. Equality and diversity

Please outline how you have considered the equality and diversity implications for this workplan in accordance with FPH's E&D policy:

Sustainable Development is a key aspect of equality and diversity. The challenges of climate change and health are clearly identified. We need to meet our climate change targets in order to minimise our climate change impacts on countries that are most susceptible to climate change – often the poorest nations. Link to Stern: http://www.lse.ac.uk/asiaResearchCentre/_files/igPatelLecture_final.pdf

Once completed:

- SIGs overseen by Health Improvement Committee – please return to Jenny Mindell j.mindell@ucl.ac.uk by 31 August 2017 for sign-off by your parent committee