



Faculty of Public Health

Of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

Common terms of reference for FPH special interest groups (SIGs)

Sustainable Development SIG Terms of Reference

About the Sustainable Development SIG

Given the significant role, but limited resources, of the Faculty of Public Health (FPH), greater direct involvement of its members in meaningful activities to support and develop FPH's strategy delivery is essential.

The Sustainable Development SIG has been established to drive forward strategic action to embed the principles of sustainable development into all that the does and stands for, in order to create a healthy, equitable and sustainable future. The SIG will work to inform and develop FPH's approach to sustainable development and climate change through developing, promoting and advocating for:

- Whole system approaches to health and care services
- Partnerships and alliances that achieve positive sustainable development
- Good health through engagement with the natural environment
- Management practices that take account of the limits of the Earth's resources and that reduce our impact

Core governance

The SIG will aim to support the Health Policy and Advocacy Committee achieving its aims and objectives¹, as well as support FPH in the overall delivery of its vision, mission and objectives² which are, above all, concerned with promoting and protecting the health and wellbeing of people in society.

The SIG will report to the Health Policy and Advocacy Committee, as a recognised sub-group, in all matters requiring approval or sign off (e.g. publicising work, engaging with the media). Prior to engaging in/publicising work, SIG Chair will be responsible for seeking approval from Health Policy and Advocacy Committee for work requiring sign off. This will be further detailed in an approved scheme of delegation.

The Chair and, if applicable, the Vice-Chair of the SIG will be responsible for reporting into the Health Policy and Advocacy Committee on progress the SIG has made towards agreed annual workplans. The workplans must be approved by the Health Policy and Advocacy Committee.

If the SIG Chair is unsure about which matters may require sign off, seek guidance from FPH's Policy Officer (Femi Biyibi) – femibiyibi@fph.org.uk | 0207 696 1476.

¹ FPH Committees <http://bit.ly/1TWHTsu>

² FPH's vision, mission and strategic objectives can be found on our website: http://www.fph.org.uk/our_mission

1. Expectations and support for SIGs

1.1. The SIG will:

- i) Establish their own specific aims, objectives, and develop an annual workplan of activity that correlates with the Health Policy and Advocacy Committee's aims and objectives³, and reflects FPH's Five-Year Vision⁴ by:
 - a. Enabling advocacy on relevant aspects or policy relevant to.
 - b. Quality assuring FPH standards of practice.
 - c. Contributing to workforce development, capacity, and expertise.
 - d. Increasing public health understanding and knowledge.
 - e. Increasing the profile of public health and FPH.
 - f. Contributing to FPH's international ambitions (if applicable).
 - g. Engaging FPH members in an active and productive manner.
 - h. Identifying and engaging appropriate partners and stakeholders (please see paragraph 1.6.1.)
 - i. Ensuring best practice is followed in relation to equality and diversity, in accordance with FPH's Equality and Diversity Policy.
- ii) Develop and recommend policies and programmes (**subject to sign off**), related to its particular area/field that support delivery of FPH's vision, mission and objectives. Background research and recommendations produced by a SIG may, if agreed by the relevant standing committee, be incorporated into FPH policy.
- iii) Act as an expert resource to FPH and its members on knowledge, practice and the development of policies and strategies related to its particular field. Examples include (but are not limited to):
 - a. Producing evidence-based responses to key consultations
 - b. Providing spokespeople for media activity
 - c. Horizon-scanning for upcoming issues affecting FPH's work
 - d. Providing representatives for attendance at key fora/working groups where appropriate
 - e. Providing briefings and other evidence-based information as required
 - f. Providing support/contributing to their sponsoring standing committee
 - g. Provide support/contribute to relevant FPH activities
- iv) Work to advance the development of specialist skills, knowledge and professional competences related to its particular field to support best practice.
- v) Provide a focal point for FPH members who share a common interest in the SIG's particular area of public health.
- vi) Provide a forum for the exchange of ideas, knowledge and information.
- vii) Build active collaborations and partnerships to support delivery of SIG activities, and increase FPH reach and influence.⁵

³ FPH Committees <http://bit.ly/1TWhTsu>

⁴ FPH Five-Year Vision <http://bit.ly/1Od2J5P>

⁵ SIGs should ensure that FPH is aware of any potential collaborations and or partnerships prior to any formal engagement as per FPH's stakeholder management process.

1.2 The SIG will work in collaboration with FPH staff, officers, and standing committees, as appropriate, to develop, agree and implement approved work plans.

1.3 The SIG will adhere to all relevant FPH policies and protocols to ensure good governance (**if clarification is needed, please contact FPH's Policy Officer**).

1.4 The SIG will report to the Health Policy and Advocacy Committee and will be expected to produce regular updates for said committee, as well as produce a final annual report, highlighting achievements and activities for inclusion in FPH's annual reporting.

1.5 FPH encourages SIGs to be as active as possible in developing/pursuing their objectives. However it is vital that good governance and oversight is maintained. Thus SIGs are required to communicate effectively and proactively with FPH staff, officers, and their sponsoring standing committee.

1.6 Specifically, the SIG will be required to:

- I. Identify independent funding streams to support the delivery of SIG work plans.
 - a. **Note: Funds and partnerships providing funds must be approved and managed in line with FPH's financial systems and Ethical Sponsorship Policy [document attached].**
- II. Work in collaboration with FPH's Senior Media and PR Officer on all media activity, including alerting FPH's Senior Media and PR Officer/ Health Policy and Advocacy Committee of any direct media contacts prior to issuing any public statement/comment or publication, as set out in the Media Protocol.
- III. Report to the relevant parent committee/parent subcommittee and will be expected to provide regular updates on SIG progress against objectives set out in the annual workplan.
- IV. Ensure all relevant FPH staff, officers, the Health Policy and Advocacy Committee, and members are kept abreast of developments/changes to the SIG membership as appropriate⁶.
- V. Ensure all members adhere to all relevant FPH policies/guidance.

2. Support from FPH

2.1 It is expected that the SIG will be largely self-supporting/administrating. The Chair will be responsible for arranging, and keeping a record of meetings. FPH will support and promote the SIG in the following ways:

- I. Providing relevant FPH guidance, policies and protocols to support SIG in their effective operation including:
 - a. Supporting the development, and maintenance, of an appropriate SIG governance model
 - b. Providing an annual workplan pro forma
 - c. Utilizing media protocol for handling media requests, undertaking any media activity^{7,8}

⁶ All members are responsible for ensuring their contact details are up to date – this can be done via the Online Members Area or by contacting FPH staff.

⁷ SIG engagement with wider media will either be conducted at the request of FPH, or permitted with authorisation from FPH [see SIG media guidance document for further details].

⁸ Following media engagement SIGs will be required to submit a report of their engagement [what was said, to who was it said, top-line messages].

- d. Providing social media guidance
 - e. Providing data protection guidance
 - f. Providing communications guide (including use of FPH branding)
 - g. Providing information on FPH's ethical investment policy
 - h. Providing the SIG the FPH customer charter
- II. Providing access to, and free use of, services such as: teleconferencing facilities, videoconferencing facilities, and meeting rooms in FPH's office (the largest accommodating up to 16 people boardroom style, and 20 people theatre style).⁹
 - III. Providing access to, and support using FPH's specific online network groups so that Sustainable Development SIG members can communicate online with members, and share knowledge and information. For further information on network groups go to the FPH website: <http://new.fph-groups.org.uk/>.
 - IV. Providing opportunities for SIG members to write articles for the FPH quarterly magazine, *Public Health Today*, and the FPH blog, *Better Health for All*.
 - V. Providing media support (developing media stories, communicating with the media).
 - VI. Promotion, through FPH's existing communication channels including the FPH website, a dedicated SIG webpage.¹⁰
 - VII. Provide for a dedicated SIG session at FPH conference (subject to approval by the Conference Planning Committee).

3. Membership of the Sustainable Development SIG

3.1 There will be no restriction on the number of members who can join Sustainable Development SIG.¹¹

3.2 For the SIG to be considered an FPH SIG it must have at least five FPH members with voting privileges.

3.3 SIG membership will be broken into two levels:

- I. General membership:
 - a. All SIG members must have some form of affiliation or membership with FPH such as: Specialty Registrar Membership, Diplomate Membership, Membership (including Honorary, Retired), Fellowship (including Honorary, Retired), Practitioner Membership, Associate Membership.^{12, 13}
 - b. Individuals representing organisations may hold membership of the SIG without need of FPH membership (at the discretion of the Health Policy and Advocacy Committee) and will act as collaborating partners.

⁹ Please note FPH's office at 4 St Andrews Place currently has limited access for people with restricted mobility. Should the need arise FPH can provide support in making alternative arrangements.

¹⁰ Any and all SIG publications will need to be signed-off by their relevant standing committee with a timescale attached.

¹¹ FPH would not be able to host meetings for SIGs larger than 20 people due to maximum room capacities. Support would be provided in securing alternative arrangements.

¹² Associate Membership <http://bit.ly/1TYDoyl>

¹³ Membership to the SIG requires individuals to complete a SIG application form (to be returned to FPH's Policy Officer and the SIG's Chair) and will be subject to approval by the SIG's executive committee.

- c. SIG members will be expected to contribute towards the achievement of the goals set out in the SIG workplan.

II. Executive membership:

- a. The SIG will establish an executive group of no less than five individuals, including the chair, responsible for key functions and decisions within the SIG¹⁴, as well as reporting on activity and progress towards delivering the SIG's workplan to its relevant standing committee.
- b. At least three members of the SIG's executive group will be FPH members with voting privileges (Specialty Registrar Membership, Diplomate Membership, Membership (including Honorary and Retired), Fellowship (including Honorary and Retired), Practitioner Membership). The SIG Executive must comprise a majority of voting members of FPH.
- c. The Chair of SIG will hold no less a level of membership of FPH than MFPH (Member of the Faculty of Public Health) and will be in good standing.
- d. The Chair of the SIG will be elected from within the SIG's membership for a term of no more than three years, after which time may be elected for one further period of three years.
- e. If required, the SIG may establish and elect a Vice-Chair whose term shall be no longer than three years, after which time may be elected for one further period of three years.
- f. In the case of the SIG meetings, the executive group will decide on the level of attendance required for the meeting to be quorate.
- g. SIG Chairs/Vice-Chairs may be invited to represent their SIG at Health Policy and Advocacy Committee meetings.

Review date – November 2017, for approval at the extraordinary Board meeting in 2018.

¹⁴ For example: Treasurer, Membership Officer, Secretary