



Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

Specialty Registrar's Committee (SRC) Rep Induction Document/ FAQs

Purpose of this document

The main function of this document is to provide information about the SRC for new reps. Secondary functions are to provide information about the SRC requirements of the role for those who are considering becoming reps, and for registrars in general about the role of the SRC.

Please provide any feedback on this document to the current SRC Chair.

What does the SRC do?

The SRC represents the interests of public health registrars across the UK. Our purpose, as stated in the Terms of Reference:

“The Faculty of Public Health (FPH) Specialist Registrars Committee (SRC) is a formal subgroup of the FPH Education Committee. Its purpose is to represent the interests of specialty registrars in public health from across the UK, ensuring the views of registrars are heard at other FPH Committees. Those views may be in relation to FPH policy, national consultations, business and project objectives, training, the practice of public health and to the maintenance and improvement of population health”.

What influence does the SRC have?

The SRC has a seat on the FPH Board, the FPH Executive and most other FPH committees. This means that the voice of registrars is heard across the Faculty. The SRC also sits on the 'Academy Trainee Doctor's Group' (ATDG), where representatives from all the different specialties meet to discuss common issues, such as the cost of training and equality issues.

How often does the SRC meet, and do reps have to attend all meetings?

The SRC meets formally four times a year, and the meetings tend to be 11am-3/3.30pm (lunch is provided). The meetings are normally held in London (we try to hold one meeting per year outside of London if possible) and teleconference facilities are provided so that registrars from across the UK can join in.

In addition, we hold an additional 1.5 hour teleconference ('pre-meeting') approximately 3 weeks before each SRC meeting, in order to take one or two big issues from the agenda and give us time to discuss them in depth. Each

region is asked to ensure they are represented at every meeting, and each rep is required to attend *at least* half of the meetings in any one year.

The agenda and papers are circulated one week in advance. Please let the chair know whether you will attend in person, online, or sending apologies.

Aside from attending meetings, what are my roles as SRC rep – and what is the workload?

- It is expected that all reps sit on at least one FPH committee in addition to the SRC. The role/ workload required differs by committee and these are explained in Appendix 1.
- There are multiple workstreams of varying size that are taken on by the SRC. The main ones will be detailed in the workplan for the year, but there will also be additional 'ad hoc' pieces of work that will arise throughout the year. Taking on or contributing to these tasks is voluntary, but most reps have some role in the work.
- If a registrar in your region has an issue with training, they should raise it with you and you should raise it via the Yahoo group or at the next SRC meeting via the regional update report (highlighting if it needs discussion at a meeting), depending on the nature and urgency of the issue.
- You will also cascade information from the FPH and SRC out to registrars in your regions via your normal regional communication channels

This is the kind of volunteer role where the more you put in, the more potential there is to get out so it is recommend that you volunteer only if you have some time to commit. The role takes approximately 1-2 days per month.

What is the SRC workplan?

The work of the SRC is guided by the workplan, which is discussed and agreed annually by the committee. It is formally submitted to the FPH and progress reports against the workplan are required on a regular basis. Once on the committee, you will contribute to discussions and debates into pieces of work.

What are the benefits of being an SRC rep?

1. There are lots of opportunities to take on interesting projects, to advocate for registrar interests and impact on the actions and policies of the Faculty.
2. Contribute to training and play a part in ensuring registrar's interests are represented.

3. Understand more about training in the different regions, and the processes and structures that are involved.
4. Meet registrars from across the UK.
5. Achieve learning outcomes.

What learning outcomes will I achieve?

This largely depends on what work/ which committees you are involved in. For example, if you are leading a strategy you will achieve different learning outcomes to those you might achieve if you chair a meeting.

How can I join the SRC?

The membership of the SRC changes regularly as more people move on to become consultants or come to the end of their term. All regions select their SRC reps differently, so please get in touch with your regional reps for information about how to become an SRC rep.

How long will I be an SRC rep?

All reps are expected to serve 1-2 years on the SRC; this may be determined by your region.

Can I be SRC Chair/ Vice-Chair?

All SRC reps are eligible to be elected as Chair or Vice-Chair after attending a minimum of two meetings. In the event that there is more than one nomination, there will be a vote. Co-opted and observer members are not eligible to stand as Chair or Vice-Chair. The successful and continual running of the SRC relies on having committed registrars volunteering to take on the Chair and Vice-Chair roles so please think carefully about whether this is something you could do. Although any committee member who has attended two meetings can nominate themselves for the chair role, it is advantageous to have some experience being vice chair beforehand.

I'm on the SRC – what should I do next?

1. Speak to the outgoing rep for your region for an overview of the SRC, any current issues, and in particular anything specific to your region that you should be aware of (e.g. your term as a rep; methods through which you communicate with the registrars in your region; any issues recently raised by your region)
2. Join the SRC Yahoo group:
<https://groups.yahoo.com/neo/groups/FPHSRC/info> and have a look at the recent 'conversations' and 'files'.
3. Read through Appendix 1: Approach to work coming to the SRC – guidance for SRC reps

4. Have a look, in particular, at the latest SRC Terms of Reference, Work Plan for the year, and minutes of the last meeting – all of which should be stored in the ‘files’ section of the Yahoo group.
5. Contact the SRC Chair or Vice-Chair to find out whether there are any committee vacancies. They can provide you with the existing vacancies and you can make a decision whether you would like to take any of them on.
6. Find out the dates of the next meetings and add them to your diary, or send apologies to the Chair.

What are the FPH committees, and what do they do?

See Appendix 2.

If you have any further questions... Email the Chair or Vice-Chair

2018/19	Chair	Emily Walmsley	emily.walmsley@nhs.net
	Vice-Chair	Angela Cartwright	Angela.Cartwright@mpft.nhs.uk
	Vice-Chair	Alex Allen	alexandernallen@gmail.com

Last updated: January 2019, Hannah Maiden

*Many thanks to Clare Benyon, Helen Tapson and Caroline Vass for content/
comments*

Appendix 1:

Approach to work coming to the SRC – guidance for SRC reps

General principles

1. Please be aware of the document 'Contacting the SRC - guidance for registrars' (see SRC section of the FPH website) which gives guidance on the most suitable place to raise different issues. The SRC is not always the most appropriate starting point for some types of registrar query.
2. Use your regional update to raise non-urgent issues for discussion at the next scheduled meeting or teleconference, adding them to the agenda of meetings if significant discussion is required.
3. If raising queries in-between meetings via the SRC Yahoo group please use the following headings to make it clear what action is required from fellow reps:

FOR INFORMATION - For use when sending an email providing reps with information. Reps can choose whether or not to send this on/ include in rep updates to other registrars, but it is not mandatory and usually not necessary.

FOR RESPONSE - For use when you want a response to a question, opinions on an issue or comments on a document from SRC reps (i.e. no need to circulate more widely for responses).

FOR DISSEMINATION - For use when you want reps to disseminate the email/attachment to their regions.

FOR REGIONAL FEEDBACK - For use when you want reps to disseminate to regions and gather feedback.

Please assume that any opinions or drafts (e.g. draft reports, letters etc) are NOT for circulation beyond the Yahoo group, unless otherwise stated. However, it would be best to be clear if something is confidential/ not for further circulation.

4. The SRC chair often receives requests for a public health registrar opinion or input. These come from a wide variety of sources. Examples include training survey question development, magazine articles and attendance at a meeting/conference/workshop. When appropriate, these requests will be disseminated to the SRC for

volunteers to respond and/or for reps to disseminate to the regions to seek volunteers.

5. Always consider directly approaching the SRC rep who sits on the relevant committee if you have a specific issue which they may be best placed to deal with. If you are not sure who the rep is please ask one of the SRC vice-chairs. The FPH committees with SRC representation are:

- Board
- Executive
- Risk Management, Audit and Finance Committee
- Equality & Diversity
- Quality Assurance
- Communications Committee
- Education Standing Committee
- Part A Development Group
- Part B Development Group
- Curriculum & Assessment
- E-learning Working Group
- Workforce Standing Committee
- Faculty Advisers Committee
- Membership Committee
- Policy Standing Committee
- Health Protection
- Health Services
- Health Improvement
- Academic and Research
- Global Health Standing Committee
- Ethics Committee

Representation is also maintained on the following additional committees:

- BMA Public Health Medicine Registrars Subcommittee (PHMRS)
- BMA Public Health Medical Consultative Committee (PHMCC)
- BMA Multi-Specialty Working Group (MSWG)
- Academy of Medical Royal Colleges Trainee Doctors' Group (ATDG)

Guidelines on what is in and out of scope for the SRC

IN SCOPE	SOMETIMES IN SCOPE	OUT OF SCOPE
<p>Questions, views or concerns regarding FPH policy, national consultations, FPH business and project objectives, FPH elements of training and issues of equity between FPH regions.</p>	<p>Requests for finding out what is happening in other regions. If this is purely out of interest/for information, it may be better raised via the national Yahoo registrar group. If however this information is likely to result in sharing of good practice or addressing an issue of training equity, it may be appropriate to gather and collate this information through the SRC.</p>	<p>Issues for individuals e.g. employment conditions or pay, complaint regarding individual treatment during exam process.</p>
	<p>Requests for response to consultations – requests will be considered by the SRC as to whether a committee response is appropriate. In some cases, e.g. national public health consultations, the most appropriate action may be to disseminate information about the consultation to the regions via the regional reps.</p>	

Appendix 2

FPH COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

The Specialty Registrars Committee has representation on the following FPH committees and groups. The role of the SRC representative on each committee is:

- to serve as a full member of the committee and to represent the views and interests of the specialty registrars;
- to attend on average four half-day (2-3 hour) meetings per annum, generally held at FPH in central London with telephone/web conferencing available; to contribute to ad hoc email communications between meetings as required.

[Organogram of FPH committees](#)

1. STANDING COMMITTEES

1.1 Executive Committee

In accordance with Standing Order 63, the Executive Committee shall have power to:

- act on behalf of the Board at the request of the President in matters of urgency and otherwise to act for the Board in all matters delegated to it by the Board,
- control the financial affairs of the Faculty in accordance with policies which the Board may lay down from time to time,
- authorise sales and purchases of all real property and chattels real of the Faculty which shall be held in the names of lease trustees who shall be appointed and removed by the Board on such terms as the Board shall think fit; the Executive Committee shall report all such proposed sales and purchases to the Board,
- propose nominees (or a corporate nominee) to hold all investments of the Faculty; nominees shall be appointed and removed by the Board on such terms as the Board shall think fit,
- nominate a solicitor and auditor of the Faculty for the approval of the Board,
- from time to time, on the advice of the Registrar, review the establishment of the staff of the Faculty and the salary to be paid to the Chief Executive and each member of the staff and the manner in which it shall be paid.

Chair – President (president@fph.org.uk)

Committee adviser – Caroline Wren (carolinewren@fph.org.uk)

1.2 Education Committee

The Education Committee will initiate, deliver and promote education in public health, and will monitor and maintain the high quality of standards for training and examination in the specialty up to specialist registration.

Chair – Academic Registrar (Brendan.mason@wales.nhs.uk)

Committee adviser – Laura Bland (laurabland@fph.org.uk)

1.3 Workforce Committee

The FPH Workforce Standing Committee will initiate, deliver and encourage the highest standards in the public health workforce, and will monitor and maintain the high quality of standards and good practice in the specialty.

Through work on developing systems within FPH and its membership, it will ensure that the highest standards of public health practice are attained and maintained.

Chair – Registrar (maggie.rae@phe.gov.uk)

Committee adviser – Audrey Haydock (audreyhaydock@fph.org.uk)

1.4 Policy Committee

The Policy Committee supports the FPH President, Officers and Board in setting the strategic direction on matters relating to public health policy and public affairs, advocacy and communications, as well as acting as a decision-making body for the policy and external communications function of FPH.

Chair – Vice President, Simon Capewell (vppolicy@fph.org.uk)

Committee adviser – Mark Weiss (markweiss@fph.org.uk)

1.5 Global Health Committee

The GHC contributes to the improvement of global health through the organised efforts of FPH members by:

- Being a leader in advocating *Better Health for All* globally
- Supporting high standards of public health training, examinations and regulation globally
- Supporting the development of the global public health workforce, including building the capacity of the UK public health workforce to engage in global health
- Sharing knowledge, evidence and information to inform global public health action

Chair – International Registrar (neil.squires@phe.gov.uk)

Committee adviser – Caroline Wren (carolinewren@fph.org.uk)

1.6 Public Health Ethics Committee

The Ethics Committee will provide a focus for ethical analysis, consideration and response to public health challenges and issues, and advise and support the Faculty in further embedding ethical principles and understanding into its activities, policies, practice and governance.

Chair – Farhang Tahzib (farhang.tahzib@gmail.com)

Committee adviser – to be appointed

1.7 Committee of FPH in Scotland (CFPHS)

CFPHS will promote the charitable objectives of the FPH within Scotland and generally, by:

1. Promoting, for public benefit, advances in public health
2. Maintaining the highest possible standards of public health practice and competence
3. Providing authoritative guidance and advocacy on public health issues
4. Act as the professional focus for members/fellows of the Faculty of Public Health living and/or working in Scotland
5. Promote implementation of the FPH's strategic priorities as they apply to Scotland
6. Facilitate communication between the Faculty office and local Faculty members
7. Provide advice to the UK FPH office on issues where FPH in Scotland has particular expertise and on matters of relevance of the health of people in Scotland
8. Provide a forum for the discussion of issues relevant to FPH members/fellows in Scotland
9. Respond to consultations of relevance to Faculty members in Scotland and at the request of the Faculty Board and Council
10. Provide regular updates to the FPH Council detailing CFPHS activities and relevant issues relating to the health of the public in Scotland and the public health function in Scotland, such as issues relating to public health practice, policies and legislation
11. Communicate relevant issues of concern, raised by Faculty members/fellows in Scotland, with FPH Board and Council
12. Nominate representatives to local and other FPH committees as appropriate
13. Liaise with the Faculty of Public Health Medicine in Ireland, on matters of mutual interest
14. Liaise with Public Health Professional bodies in other countries, e.g. New Zealand on matters of professional interest
15. Liaise with the UK Faculty Office in maintaining an up to date local membership list and in organising local elections
16. Work to increase membership of the Faculty in Scotland
17. Maintain contact, and engage, with retired members

*Chair – Julie Cavanagh, Local Board Member for Scotland
(julie.cavanagh@nhs.net)*

1.8 Committee of FPH in Northern Ireland (FiNI)

FiNI will promote the charitable objectives of the FPH generally, and within Northern Ireland, by:

- Promoting, for the public benefit, advances in public health;
- Maintaining the highest possible standards of public health practice and competence; and
- Providing authoritative guidance and advocacy on public health issues.
- Act as the professional focus for members of the Faculty of Public Health living and/or working in Northern Ireland.
- Promote implementation of the FPH's strategic priorities.
Facilitate communication between the Faculty office and local Faculty members.
- Act as an expert source of knowledge and advice on issues relevant to the health of the population of Northern Ireland, including advice on future trends and horizon scanning.
- Provide a forum for the discussion of issues relevant to FPH members in Northern Ireland.
- Respond to consultations of relevance to Faculty members and at the request of the Faculty.
- Provide regular updates to the FPH detailing its activities and other issues relating to the public health function in Northern Ireland; as well as issues relating to public health practice, policies and legislation.
- Communicate issues of concern, raised by Faculty members in Northern Ireland, with FPH.
- Ensure best practice is followed in relation to equality and diversity, in accordance with the FPH's equality and diversity policy
- Nominate representatives to other local committees and to other FPH committees.
- Liaise, and work, with the Faculty of Public Health Medicine in Ireland on matters of mutual interest to promote and protect the health and wellbeing of people across the island of Ireland.
- Work to increase membership of the Faculty in Northern Ireland.
- Liaise with the Faculty office in maintaining an up to date membership list and in organising local elections.
- Maintain contact, and engage, with retired members.
- Develop and deliver a smart annual work plan.

Chair – Adrian Mairs, Local Board Member for NI (adrian.mairs@hscni.net)

1.9 Committee of FPH in Wales (FIW)

The purpose of the FIW is to act as the local professional focus for public health professionals, to provide a forum to discuss current and future public health issues of concern and to inform those organisations involved on the development of future public health policy.

Chair – Angela Jones, Local Board Members for Wales
(angela.jones26@wales.nhs.uk)

2. SUB-COMMITTEES AND WORKING GROUP

A. Reporting to the Executive Committee

A.1 Risk Management, Audit & Finance Committee

The Risk Management, Audit and Finance Committee advises the Executive and the Trustee Board of FPH on matters to do with risk, financial management, reserves investment and any other governance issues that may expose FPH to financial or reputational risk.

Chair – Treasurer, Ellis Friedman (friedmanellis@gmail.com)
Committee adviser – Caroline Wren (carolinewren@fph.org.uk)

A.2 Equality & Diversity Task & Finish Group

Function

1. To review FPH's current equality and diversity policies and ensure these are mapped across all areas of the organisation's internal and external operations.
2. To propose priorities for action, and develop a programme of work to revise and implement revisions to FPH equality and diversity policies.
3. To oversee and assure delivery of the agreed work programme.
4. To act, on behalf of FPH, as a point of contact and liaison with individuals and organisations with specialist knowledge in policies relating to equality and diversity required to inform and ratify the work of the group.

Chair – Megan Harris (meganharris@nhs.net)
Committee adviser – Alex Bulgo (alexbulgo@fph.org.uk)

A.3 Quality Assurance Committee – not yet established

A.4 Communications Committee – not yet established

B. Reporting to the Education Committee

B.1 Part A Development Committee

The Part A Development Committee will ensure that the Part A MFPH Examination is fit for purpose and satisfies the standards as laid out by the regulators (GMC/ UKPHR). It will also be responsible for the development of the Part A examination, including structure, format, policy and aims.

Chair – Helen Adcock (h.adcock@uea.ac.uk)

Committee adviser – Laura Bland (laurabland@fph.org.uk)

B.2 Part B Development Committee

The Part B Development Committee will ensure that the Part B MFPH Examination continues to develop and deliver against the highest possible standards and practice.

Chair – Judith Bell (judith.bell@phe.gov.uk)

Committee adviser – Alex Bulgo (alexbulgo@fph.org.uk)

B.3 Curriculum and Assessment Committee

The Curriculum and Assessment Committee is responsible for managing and overseeing the work of the curriculum and assessment systems on behalf of the FPH Education Committee.

Chair – Julie Parkes (julie.parkes@hee.nhs.uk)

Committee adviser – Nikol Krehanova (nikolkrehanova@fph.org.uk)

B.4 E-learning Working Group

The e-learning working group is tasked with overseeing the development of FPH courses and public health in clinical specialties. It is responsible for the development of a programme of work that meets the FPH's long-term strategic objectives of a FPH programme of courses, to include face-to-face and digital offers, that is in line with the FPH organisational strategy.

Chair – Musarrat Afza (Musarrat.afza@phe.gov.uk)

Committee adviser – Nikol Krehanova (nikolkrehanova@fph.org.uk)

C. Reporting to the Workforce Committee

C.1 Faculty Advisers Committee

The Faculty Advisers Committee is responsible on behalf of the FPH Board for overseeing FPH's role in the appointments of senior public health staff, to ensure that there are appropriate up-to-date policies and guidance for FPH advisers, assessors and employer

Chair – to be appointed

Committee adviser – Hannah Westoby (hannahwestoby@fph.org.uk)

C.2 Membership Committee - not yet established. Task and finish group in place and aim is that this will become a committee and report to the workforce committee.

D. Reporting to the Policy Committee

D.1 Health Protection Committee

The Health Protection Committee acts as a source of advice and expertise on health protection policies and issues, including (but not limited to): communicable disease control and delivery of national, regional and local health protection services; control of biological, chemical and other environmental hazards; emergency planning and preparedness; and the effects of climate change. It also acts as a source of advice and expertise, and promotes high standards, on all public health aspects of health protection, including training; examinations; continuing professional development; and annual appraisal and revalidation.

Chair – Nick Gent (nick.gent@phe.gov.uk)

Committee adviser – Mark Weiss (markweiss@fph.org.uk)

D.2 Health Services Committee

The Health Services Committee advocates to drive improvements in population outcomes and reductions in health inequalities in a cost effective manner. The committee focuses on developing and improving evidence-based healthcare, including assessment and planning of health need, prevention, quality (safety, outcomes and good patient experience), efficiency (good outcomes per £ spent), value (that the patient or population derive), variation, and equity in health and social care pathways.

Chair – Chris Packham (chris.packham@nottshc.nhs.uk)

Committee adviser – Lisa Plotkin (lisaplotkin@fph.org.uk)

D.3 Health Improvement Committee

The Health Improvement Committee acts a source of advice and expertise on all public health aspects relating to health improvement. It works to improve the health and wellbeing of individuals or communities by advocating for an environment that supports healthy lifestyle choices and by addressing underlying issues such as poverty, lack of educational opportunities, and other social determinants of health and inequalities. Its remit includes non-communicable diseases including (although not exclusively) cardiovascular disease, diabetes, respiratory disease, and cancer resulting from determinants such as poor nutrition, lack of physical activity and tobacco or alcohol use.

Chair – Jenny Mindell (j.mindell@ucl.ac.uk)

Committee adviser – Lisa Plotkin (lisaplotkin@fph.org.uk)

D.4 Academic & Research Committee

The Academic & Research Committee aims to contribute to FPH's overarching mission to promote and protect the health and wellbeing of

everyone in society. The ARC will achieve this by supporting a strong academic community to produce high quality evidence and providing a coordinated and representative voice for the academic public health community.

Chair – Carol Brayne (carol.brayne@medschl.cam.ac.uk)

Committee adviser – Lisa Plotkin (lisaplotkin@fph.org.uk)