**Common Terms of Reference for FPH Special Interest Groups (SIGs)**

**(NAME OF SIG) Terms of Reference**

**About the (NAME OF SIG)**

The (NAME OF SIG) Special Interest Group (SIG) has been established to (COMPLETE FOR EACH SIG).

1. **Core governance**

The (NAME OF SIG) Special Interest Group will aim to support FPH in its core mission to improve the health and wellbeing of local communities and national populations, support the training and development of the current and future public health workforce, improve public health policy at a local, national, and international level, encourage and promote new research and understanding of public health, and lead our community’s response to some of the most pressing challenges facing the health of the public today.

The SIG will report to the (PARENT COMMITTEE) as a recognised sub-group in all matters requiring approval or sign-off (e.g. publicising work, engaging with the media).

If the SIG Chair is unsure about which matters may require sign-off, or which committee they should report to, they should seek guidance from FPH’s Director of Education, Standards and Policy, Julian Ryder: julianryder@fph.org.uk or 020 3696 1473.

1. **Reporting requirements, governance and expectations**

The SIG will:

2.1 Develop an annual work plan, outlining its programme of work for the year ahead and allocating responsibilities to SIG members for carrying the work forward to completion. Where possible, the work plan should correlate with (PARENT COMMITTEE)’s aims and objectives and reflect FPH’s organisational priorities.

2.2 Report to (PARENT COMMITTEE) at regular intervals.

* The SIG will be required to submit its annual work plan to (PARENT COMMITTEE) by the stated deadline, using the FPH annual work plan pro forma.
* The SIG will be required to submit a final annual report to (PARENT COMMITTEE), highlighting achievements and activities for inclusion in FPH’s annual reporting. A final annual report template is available for SIGs to use.
* At mid-year, the SIG will also submit a progress report to (PARENT COMMITTEE), outlining progress made against the work plan, celebrating the accomplishments of the SIG, flagging any additional support needs, and noting any substantive changes to the work plan. A progress report template is available for SIGs to use.

2.3 Submit all substantive public-facing work to the (PARENT COMMITTEE) for sign-off. Examples of the types of work that will require approval from your parent committee include, but are not limited to:

* Consultation responses
* Reports
* Discussion documents
* Position papers
* Journal articles
* Resources for service-users, policy makers or the general public
* Letters to policy-makers or national governments
* Conference presentations, papers or posters

All work will be required to have the FPH badge and/or be submitted with FPH letterhead and signed on behalf of the SIG.

2.4 Work in collaboration with FPH’s Communications Manager, David Parkinson: davidparkinson@fph.org.uk on all media activity (excluding ad-hoc social media). The SIG must notify David Parkinson of any direct media contacts prior to issuing public statements or comment on behalf of the SIG. In particular the SIG must liaise with the Communications Manager on:

* Blog posts on FPH’s blogsite: [https://betterhealthforall.org/](https://betterhealthforall.org/%20%20)
* Press releases
* Comment pieces/editorials/letters to the editor/news stories for the press
* Radio or television appearances
* Social media infographics

David Parkinson can be reached at davidparkinson@fph.org.uk or 020 3696 1468

2.5 The SIG may also wish to identify and apply for independent funding streams to support the delivery of the SIG’s work plan. SIGs may wish to explore:

* Making applications for grant funded projects
* Establishing strategic coalitions and partnerships
* Hosting conferences
* Securing sponsorship for an event, lecture series, discussion document or report

FPH is keen to support SIGs to secure funding to achieve the ambitions in their work plan. Please contact Julian Ryder: julianryder@fph.org.uk for guidance and advice on what your SIG could consider doing.

2.6 The SIG may also provide opportunities for specialty registrars to fulfil their leaning outcomes with a project run by your SIG as part of their training. For more information on how to go about securing this, please contact Julian Ryder.

2.7 The SIG must adhere to all relevant FPH policies and protocols to ensure good governance. This includes FPH’s [equality and diversity policy](https://www.fph.org.uk/media/2790/fph-equality-and-diversity-statement-nov-19.pdf), [ethical investment policy](https://www.fph.org.uk/media/1456/doc-g-fph-investment-policy.pdf), [customer charter](https://www.fph.org.uk/media/1449/doc-b-fph-customer-charter-march-2015.pdf), [social media guidance](https://www.fph.org.uk/media/1452/doc-e-fph-social-media-guidance.pdf) and [FPH staff values and behaviours](https://www.fph.org.uk/media/1592/fph-values-booklet.pdf).

2.8 If the SIG is unable to abide by the above reporting and governance requirements, FPH reserves the right to temporarily or permanently suspend the SIG.

1. **Membership of the (NAME OF SIG) SIG**

**SIG Leadership**

3.1 Every SIG must have a chair, who will hold no less a level of membership than MFPH and will be in good standing. Members of FPH who hold a level less than MFPH may be a co-chair of the SIG so long as the other co-chair is an MFPH or higher.

3.2 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 they may be elected for one further period of three years. If required, the SIG may elect two people to serve together as co-chairs; both these chairs must hold no less a level of membership than MFPH and must be in good standing with the Faculty.

3.3 If required, the SIG may 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.

**General membership requirements**

3.4 There will be no restriction on the number of members who can join an FPH SIG.

3.5 For the SIG to be considered an FPH SIG, it must have at least five FPH members with voting privileges. All categories of FPH membership, with the exception of Associate, Student, Practitioner, Enrolled Practitioner and International Practitioner have voting privileges.

3.6 In keeping with the FPH customer charter, all members of the SIG must also be FPH members. Non-FPH members can attend a maximum of two of the SIG’s meetings to learn more about the work of the SIG, but if they then wish to join the SIG they must also join FPH as a member. A good first step would be to encourage prospective members of your SIG to join FPH as an Associate member. Associate membership starts at £52 per year (just over £4 per month) and gives members access to a range of member benefits and services.

3.7 You are also encouraged to nominate prospective members of your SIG to join FPH as a member by distinction. Election to Membership or Fellowship of FPH via distinction is our way of recognising those who have made a significant contribution to public health and/or the work of FPH. To nominate a member by distinction or to learn more about how to do this, please contact the FPH membership department at membership@fph.org.uk.

3.8 There are no requirements for how the SIG will organise itself and its decision making processes. Some larger SIGs may find it useful to establish an executive to carry forward the work plan and report to its parent committee, but there is no requirement to do so.

3.9 The chair of the SIG will determine the level of attendance required for SIG meetings to be quorate.

1. **FPH Support**

4.1 While the SIG will be mostly self-administering and have a great deal of autonomy to pursue its own agenda, FPH can support the SIG in the following ways:

* + 1. Providing relevant FPH guidance, policies and protocols to support the SIG in its effective operation, including:
* Providing an annual work plan template and reporting templates
* Providing social media and communication guidance
* Providing data protection guidance
* Providing information on FPH’s ethical investment policy
* Providing the FPH customer charter
* Providing the FPH bank of projects procedure for working with specialty registrars
* Providing FPH staff values document
	+ 1. Providing access to, and free use of, services such as: teleconferencing facilities, videoconferencing facilities and meeting rooms in FPH’s office
		2. Providing opportunities for SIG members to publicise their work through all FPH communications channels, including the Faculty website and blog site
		3. Providing communications support to help the SIG publicise its work to the national press
		4. Providing and maintaining a dedicated SIG page on the FPH website
1. **SIG closure or suspension**

5.1 If a SIG has been inactive for at least 12 months and there is no evidence of further work in the foreseeable future, a decision will be taken on whether the SIG should close.

5.2 This decision will be taken by the chair of the SIG’s parent committee, following discussion with the SIG’s chair and also the chair of the FPH Health Policy Committee.

5.3 If it is felt that the SIG remains viable, FPH will actively support its continuation as far as possible.

5.4 If a SIG is deemed to have acted inappropriately and/or posed a reputational risk to the Faculty, its activities may be suspended or permanently shut down. This decision will be taken by the chair of the SIG’s parent committee in conjunction with the chair of the Health Policy Committee.

This document was updated in January 2020.