



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

(NAME OF SIG) Terms of Reference

SIG vision statement

The FPH requires each SIG to write a **three-year** vision statement as part of their Terms of Reference. The vision statement should be short and impactful and indicate the overarching objectives each SIG aims to achieve by the end of 2028.

EACH SIG TO COMPLETE

About the (NAME OF SIG)

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

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 Policy Coordinator: policy@fph.org.uk.

2. Reporting requirements, governance and expectations

The SIG will:

- 2.1 Develop an annual work plan by **31st March at the absolute latest** each year. The workplan should outline the SIG's programme of work for the year ahead and allocate 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 and [strategy](#).
- 2.2 Report to (PARENT COMMITTEE) at regular intervals.
 - The SIG will be required to submit its annual workplan to (PARENT COMMITTEE) by the deadline of 31st March each year, using the FPH annual work plan pro forma:



SIG workplan
template 2025.docx

- 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.

2.3 Submit all substantive public-facing work to the FPH Officers for sign-off. Feedback may also be sought from Parent Committees before submitting work to FPH Officers for approval. Examples of the types of work that will require approval from the FPH Officers 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.

See [here](#) for further details on how FPH is governed, including the process by which FPH statements are agreed, and the process by which FPH supports statements from other organisations.

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 [Better Health for All](#)
- 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

Please see the linked document below for guidance from the FPH to support SIG members when engaging with media and the FPH Comms team:



Guidance for
engaging with medi

- 2.6 The SIG may also provide opportunities for specialty registrars to fulfil their learning 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 the FPH policy team: policy@fph.org.uk
- 2.7 The SIG must adhere to all relevant FPH policies and protocols to ensure good governance. This includes FPH's [anti-racism framework](#), [equality and diversity policy](#), [ethical investment policy](#), [customer charter](#), [social media guidance](#) and [FPH staff values and behaviours](#).
- 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.

3. 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 more than one person to serve together as co-chairs; at least one chair 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. See further detail on membership categories, including costs, [here](#).
- 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 If there is an individual who is not an FPH member and critical to the work of the SIG, then please contact the FPH policy team at policy@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.

4. 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:

i. 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:



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- 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
- ii. Providing access to, and free use of, services such as: teleconferencing facilities, videoconferencing facilities and meeting rooms in FPH's office
- iii. Providing opportunities for SIG members to publicise their work through all FPH communications channels, including the Faculty website and blog site
- iv. Providing communications support to help the SIG publicise its work to the national press
- v. Providing and maintaining a dedicated SIG page on the FPH website

4.2 SIG email addresses

- i. The FPH is now providing FPH email addresses to all FPH SIGs, in order ensure secure handling of member information.
- ii. A maximum of *two people per SIG* will be provided FPH email addresses.
- iii. The standard format for these will be ExampleSIGChair2@fph.org.uk, rather than specific Chair names which would need to be changed when there is a handing over of Chair.
- iv. The owners of these two Chair email addresses will then be provided with access to a shared SIG inbox (with ExampleSIG@fph.org.uk as the standard format).
- v. For any queries around this, please contact policy@fph.org.uk.

4.3 Membership management

- i. In 2024, the FPH introduced a new Committees and SIGs feature to the [FPH Members Portal](#) by which SIG Chairs can manage the membership of their SIGs. This is now the only way that FPH members can join and leave FPH SIGs.
- ii. The purpose of this system is to simplify the management of SIG membership, ensure it is maintained centrally and ensure that those who join SIGs are entitled to do so through their FPH membership. It is critical that going forward this is the only SIG membership system that is used and all external spreadsheets, Google docs and mailing lists are no longer used. This helps us ensure that FPH will always hold the most up-to-date details of SIG members.
- iii. See guidance attached below on:

- How prospective members can join a SIG through the portal;
- How SIG chairs can review details of SIG member applications (these will be automatically approved)
- How to view SIG members and their details;
- How to easily contact all SIG members, using the most up-to-date membership information.



FPH Portal – SIG
Administration and

iv. For any queries around this, please contact policy@fph.org.uk.

5. 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 Advocacy and 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 Advocacy and Policy Committee.

This document was updated in March 2025.