

# **Specialty Registrar's Committee**

## **Terms of reference**

(approved by the Committee, September 2023)

### **1. Purpose**

1.1 The Faculty of Public Health (FPH) Specialty Registrars Committee (SRC) is a formal sub-committee of the FPH Education Committee.

1.2 The purposes of the committee are:

- 1.2.1 To represent the interests of specialty registrars in public health from across the UK, ensuring the views of registrars are heard throughout the FPH. Those views may be in relation to FPH policy, national consultations, business and project objectives, training & exams, the practice of public health and the maintenance and improvement of population health.
- 1.2.2 To promote and facilitate networking across regions and sharing of good practice.
- 1.2.3 To develop and deliver a work plan that is aligned with the FPH five-year strategy.

### **2 SRC membership and roles**

2.1 The SRC consists of a Chair, Vice Chair(s), Representative Members and Observers. Should the need arise, members can be co-opted.

2.2 Members of the committee might reasonably be expected to:

- undertake actions assigned by the group.
- contribute to discussions and share relevant information.
- Produce materials or resources.
- provide advice.
- attend events on behalf of the Chair to promote FPH agenda.
- Input or lead on consultation responses.
- act as spokespeople on specific topics.
- act as topic experts (and/or receive reports from same).
- represent FPH in specific external groups (and/or receive and consider reports from other representatives).

## 2.3 Representative Members

### Eligibility and appointment

- 2.3.1 Each region of the UK will be represented by two specialty registrar members, with the exception of London, which, because of the size of the region, may have up to 4 members. The regional representative members will be known as representative members of the SRC. The SRC will consider the Defence Medical Services (DMS) as a separate/virtual region represented by one member.
- 2.3.1.1 Defence Deanery Registrars attend the Specialty Registrar Committee both as Specialist Registrars and as serving members of the Armed Forces. As such, in accordance with extant regulations, they are not permitted to disclose or express views on official matters or experiences without prior approval from the Ministry of Defence. Therefore, the default position is that Defence Deanery Registrars, in their role as members of the committee, will not play any role in the development, publication, promulgation or endorsement of statements made by the Specialty Registrar Committee that might otherwise call into question their political impartiality, Service or Departmental reputation. There may be occasions when it is appropriate for Defence Deanery Registrars to be signatories and on these occasions the Specialty Registrar Committee Defence Deanery representative will inform the chair.
- 2.3.2 Representative members of the SRC will be specialty registrars in public health and members, diplomates or associates of the FPH.
- 2.3.3 Representative members from each region are appointed by the specialty registrars in that region through a transparent appointment process and each region should have a process for reviewing and updating their representation regularly.
- 2.3.4 Outgoing regional representatives should induct their incoming counterparts using the [SRC induction pack](#).
- 2.3.5 All representative members are expected to serve a term on the SRC of a minimum of one year and a maximum to be determined by their region (recommendation of two years maximum).
- 2.3.6 All SRC members must resign their posts and initiate a process of appointment of a replacement representative three months before leaving a Public Health training programme or at the end of their term.
- 2.3.7 All SRC members are expected to seek feedback, raise issues and highlight good practices on behalf of their regions, and relay information or decisions by Committees in a timely manner to colleagues in their regions.

### Attendance and voting

- 2.3.8 It is expected that at least one representative member for each region attends every SRC meeting.
- 2.3.9 Where there is an opportunity for a meeting to be held in person, a hybrid option will also be made available so SRC members who choose to can join in remotely.
- 2.3.10 In the unavoidable absence of a representative member, a region may be represented by an alternate speciality registrar from that constituency and where at all possible, the SRC Chair should be notified.
- 2.3.11 If a region is not represented at more than one consecutive meeting, the SRC Chair or Vice Chair(s) will follow up with the regional representatives and their position will be reviewed. This could lead to their removal from the SRC.
- 2.3.12 In the event of a vote at the meeting, only one representative member from each region will be able to vote. The exception to this is London which, because of the size of the region, will have two votes.

### **2.4 Observers**

- 2.4.1 The following are entitled to sit as observers on the SRC:
- An appointee of Dental Public Health specialty registrars.
  - FPH Officers (ex-officio), have a standing invitation to attend the open section of the SRC meeting.
  - Unions representatives
    - An appointee of the BMA (Public Health).
    - An appointee of a representative trade union for Agenda for Change specialty registrars.
      - Relationship between SRC and Unions: SRC will refer any issues relating to pay, employment contract, employment terms and conditions to the Unions for advice. SRC will also seek advice from FPH to ensure compliance with FPH charity status responsibilities. Conversely, SRC expects union representatives to refer issues relating to training and public health practice affecting registrars to the SRC.
- 2.4.2 The membership of observers on the SRC will be reviewed annually. In line with SRC representative members, the minimum term of any observers is expected to be a minimum of one year and a maximum of two years. The exception to this is FPH officers.
- 2.4.3 In the event of specialty registrars who are not SRC members being directly elected or appointed to FPH committees, the Chair of the SRC may invite them as observers

of the SRC. They will not have voting rights and will not be eligible for election to the posts of Chair or Vice-Chair of the SRC.

## **2.5 Co-opted members**

- 2.5.1 Members may be co-opted at the discretion of the SRC.
- 2.5.2 In the event of inability to nominate SRC members willing to sit on committees where the SRC is represented (see Annex 1 below), the Chair, in conjunction with the SRC, may seek nominations from non-members of the SRC to represent the SRC on these committees. These co-opted members will then be invited to be members of the SRC. They will not have voting rights and will not be eligible for election to the posts of Chair or Vice-Chair of the SRC.
- 2.5.3 The membership of co-opted members of the SRC will be reviewed annually. In line with SRC representative members, the minimum term of any co-opted member is expected to be a minimum of one year and a maximum of two years.

## **2.6 Chair and Vice-Chair**

- 2.6.1 A Chair and one or two Vice-Chair(s) shall be elected by, and from, the representative members of the Committee. Where the situation requires (e.g. to account for LTFT), number of vice-chairs may be increased to three. A SRC representative member is eligible for election after attending a minimum of two meetings. The Chair and the Vice-Chair(s) will not represent any constituency following their election. The constituency(s) being represented by the incoming Chair or Vice-Chair(s) will elect new SRC representative member in their place.
- 2.6.2 The maximum term of office of the Chair and Vice-Chair(s) will be two years following their election. Ordinarily the term of office is a minimum of a year.
- 2.6.3 The outgoing Chair and Vice-Chair(s) will ordinarily serve at least three months' notice of their intention to stand down. The Chair/Vice chair(s) should coordinate the notice of intention to stand down, to ensure there is a period of transition between incoming and outgoing appointments.
- 2.6.4 Outgoing Chair will update the "[Being SRC Chair](#)" document.
- 2.6.5 The Chair will ideally be elected from the Vice-Chairs. However, all eligible members will be able to nominate themselves. In the event of more than one nomination, the list of nominations will then be circulated to SRC members with a statement of intent from each nominee for Chair and/or Vice-Chair and required voting forms. Each representative member then has one vote.
- 2.6.6 In the event of an unopposed nomination for Chair or Vice-Chair, the unopposed nominee will be elected to the post of Chair or Vice-Chair if they are willing to accept the post, in line with other FPH Committees.

- 2.6.7 In the absence of an incoming duly elected Chair, the outgoing Chair will hand over charge of the SRC to the Vice-Chair, who will then, as the acting Chair, expedite the election of a Chair.
- 2.6.8 In the absence of both an incoming duly elected Chair and Vice-Chair, the nomination and election process will be repeated as above.
- 2.6.9 If it is necessary to make an urgent decision and there is no time to poll the views of the SRC, the Chair and Vice Chairs shall discuss such an issue and make a decision in the timeframe required and report their actions to the full SRC membership at the next meeting or via Glasscubes.
- 2.6.10 The Chair shall be formally appointed by the FPH Education Committee on the recommendation of the members of the SRC.
- 2.6.11 The Chair & Vice Chairs, and any observers or co-opted members will not be entitled to participate in any votes, so that each region has an equal voice.

### **3 Meetings**

- 3.1 The SRC will ordinarily meet virtually once a month. Meetings will usually begin at 11 am and finish at 12 pm. The meetings will alternate between core business issues and themed discussions related to the workplan or any other issues of relevance to specialty registrars. SRC members are welcome to propose themes for discussion to the Chair. FPH officers will be invited to all the meetings.
- 3.2 The quorum for meetings is one third of its number, excluding ex officio and co-opted members, to the nearest highest integer.
- 3.3 The SRC may hold closed sections of the meeting open to full SRC and co-opted members only.
- 3.4 The SRC may hold additional meetings or form small working groups to address specific priorities or task. Details of membership will be agreed by the SRC as appropriate to the group and task.
- 3.5 The dates and times for all meetings will be decided for the full year at the start of the term of a new leadership. The Chair and Vice-Chairs will be responsible for setting the agenda and circulating it, with any relevant papers and logs, on Glasscubes at least one week in advance of meetings.
- 3.6 A written record should be made of the proceedings of all meetings of the SRC. This task will be shared by all regions in the SRC and minute-keeping will be coordinated using a rolling rota. Draft meeting notes will be circulated to the SRC within one-month of the meeting.

In addition to these meetings, the business of the SRC will ordinarily be conducted through an electronic group (Glasscubes). The Chair and Vice-Chairs will act as moderators for the e-group. Representative and co-opted members and observers of the SRC are entitled to join the e-group. Each region can give a brief update on Glasscubes prior to each meeting listing achievement and concern of their region. Issues that warrant discussion by the SRC as a whole can be raised at the meetings. A null report should be stated if there are no issues of relevance to registrars nationally to report.

## 4 Representation on FPH and other national committees

4.1 The Committee structure is detailed in annex 1.

4.2 The Chair will normally sit as a member of the FPH Board and as an observer on the Executive Committee. In the unavoidable absence of the Chair, the Vice-Chair(s) may deputise where permitted.

4.3 The Vice-Chair(s) will normally sit as a member of the FPH Education Committee and the Risk Management, Audit and Finance Committee. In the unavoidable absence of the Vice-Chair(s), the Chair or another representative may deputise.

4.4 It is expected that all representative members will be willing to put themselves forward to sit on at least one FPH Committee.

4.5 SRC will seek representation from within its membership to represent the SRC on the following committees:

- Board
- Executive
- Risk Management, Audit and Finance Committee
- Equality & Diversity
- Education Standing Committee
- Diplomate Exam Development Committee (DEDC)
- Membership Exam Development Committee (MEDC)
- Curriculum & Assessment
- Workforce Standing Committee
- Faculty Advisers Committee
- Policy Standing Committee
- Health Protection
- Health Services
- Health Improvement
- Academic and Research
- Global Health Standing Committee
- Ethics Committee

4.6 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)

4.7 SRC may also seek representation on any committees or working groups that may be established in the future by FPH or other organisations in which either specialty registrars' interests are involved or specialty registrars have a specific contribution to make.

- 4.8 All opportunities for SRC representatives to hold a position on a committee (or take a particular role in an event or workstream) should be open to all representative members, with any caveats regarding the person specification and the role/responsibility clearly explained. In situations where there are more people interested in a role than there is vacancy, interested parties should email a 200-word statement detailing their motivation and relevant experience to Chair within a pre-specified deadline (usually 5 working days). The applications should be circulated to all SRC reps via the e-group, and all representatives asked to vote before a specified deadline (usually 5 working days).
- 4.9 Representatives on Committees (FPH or other) will usually serve a one-year term but this can be extended if representatives wish to continue and they remain members of the SRC. Representation in committees will be reviewed annually to ensure fair opportunities to all SRC members.

## **5 Governance**

- 5.1 The work of the SRC must comply with all FPH policies.
- 5.2 The SRC reports to the Education Standing Committee. The Education Committee is known as the Parent Committee and the SRC as a Sub-Committee.
- 5.3 The SRC is required to produce an annual work plan, which should reflect the current FPH strategy. The work plan will be shared with Education Standing Committee.
- 5.4 The SRC is required to report on progress on a regular basis to the Education Standing Committee. The frequency of reporting should be agreed with the Education Standing Committee. The SRC is also required to provide quarterly progress to the Executive Committee and the Board.
- 5.5 The sub-committee may add to its number with the approval of its parent committee. Co-opted members must be reported to the next convenient meeting of the parent committee.
- 5.6 The parent committee may at any time appoint a member to the sub-committee to fill a casual vacancy as per the FPH standing orders. They would retire at the conclusion of business at the next AGM following the date of their appointment.
- 5.7 The parent committee may at any time remove an individual member from the sub-committee for good and sufficient cause.
- 5.8 The Terms of Reference will be reviewed annually. This will include review of representation on relevant committees and review of observers and co-opted members.



## 4 Version control

Version and Date	Amendments	Authors
SRC Terms of Reference Revised 2022 – v1.2.docx	2019 ToR updated	Fatai Ogunlayi (chair) and Dalia Youssof (co-vice chair)
SRC Terms of Reference Revised 2023.docx	2022 ToR updated	Cat Pinho-Gomes (chair), Sam Tweed (vice-chair), Pallavi Patel (vice-chair), Clare Oliver-Williams (vice- chair)

# Annex 1: FPH Committee Structure 2022

