

# HANDBOOK FOR COLLEGE FACULTIES AND SECTIONS

February 2010

## 1. Introduction

This handbook replaces the previous College Support Document for Faculties and Sections. It aims to summarise, and/or to signpost to, guidance and support for everyone (College members, College staff and external stakeholders) involved in Faculty and Section work and to set out core functions and obligations. At the same time it aims to recognise the healthy diversity of practice and emphasis within Faculties and Sections and to draw attention to innovation and good practice without in trying to impose overall uniformity.

It is by definition a dynamic document, which will be updated frequently throughout the year. Please don't hesitate to send in your views (by email to [latkinson@rcpsych.ac.uk](mailto:latkinson@rcpsych.ac.uk)) about style or content, in order that it may be improved continuously.

The document is structured around the core purposes of College Faculties and Sections, and will be supplemented over the next few months by more detailed appendices.

## 2. The College Constitution and the representational role of the Faculties and Sections

The College's Supplemental Charter and Regulations form its governing document. This can be viewed in full at:

<http://www.rcpsych.ac.uk/publications/collegereports/op/op68.aspx>

and the document provides definitive information on the topics set out in the following pages.

Faculties & Sections are established by the Central Executive Committee or Council where "a specific branch of psychiatry can be identified with a cadre of practising specialists who will have acquired higher training in that registered specialty and where, in the Council's opinion, there exists a substantial body of experience which the College needs to consult". At present there are 10 Faculties:

- Academic
- Addictions
- Child and Adolescent Psychiatry
- Forensic Psychiatry
- General and Community Psychiatry
- Learning Disability
- Liaison Psychiatry
- Old Age Psychiatry
- Psychotherapy
- Rehabilitation and Social Psychiatry

And 3 Sections: Eating Disorders, Neuropsychiatry and Perinatal Psychiatry.

The establishment of a new Faculty requires the approval of the Privy Council to a change in the College Bye-Laws. Sections however are defined just in College Regulations, so can be set up by the agreement of Council.

Faculty and Section Chairs are members of the Council and Trustees of the College. Trusteeship brings a number of responsibilities, and induction courses are held at least twice a year to make new Trustees aware of their duties and potential liabilities in undertaking this role. Trustees are expected to attend an induction at an early opportunity.

Council acts as the executive body which decides upon and governs College activities. Chairs should attend, should articulate the views of the Faculty or Section, report back to their constituencies and mediate any disagreements between Council and an individual Faculty or Section.

The agreed strategy for the College is set out in the Strategic Plan, currently set out as "*Excellence, Leadership, Engagement – Strategic Plan 2008 – 2011*" <http://www.rcpsych.ac.uk/college.aspx>

Thus, the two key documents are the Charter, Bye-Laws and Regulations and the Strategic Plan.

### 3. Working with Faculty colleagues – the roles of Executive Committee members

The Chair and Executive Committee members of Faculties and Sections are elected (elections are run by the Electoral Reform Society and administered within the College by Ms Sue Duncan, with assistance from Committee Managers).

Each Faculty and Section must elect 12 members of the Executive Committee, including a Chair, Secretary (to be renamed Vice-Chair), Financial Officer and Executive Committee members. Though all members and associates of the College may join any Faculty or Section, only Members of the College may vote or hold office. Up to 8 people (who need not be Members) may be co-opted to an Executive Committee as well.

Other roles within the Faculty or Section include that of Academic Secretary, Public Education Officer, Policy Lead, Newsletter Editor and Website Editor. Job descriptions are appended, and the functions of each role are described in relevant sections below.

Faculties and Section Executive Committees generally hold 4 meetings a year, in addition to Residential and Academic meetings and formal business meetings for all members.

### 4. Communicating with Faculty and Section members

Faculties and Sections will communicate with their members via postal mailings, emailshots and their pages on the College website. The College is investing substantially in the development of the website, with a member of staff appointed recently to assist specifically with Faculty and Section pages. Further details will appear in this document as the work develops.

Increasingly, email is an efficient way of communicating with a whole Faculty or Section. The College sets some basic rules for quality control purposes and avoidance of overload.

#### *Content Of The E-Mail*

1. There must be no attachments but there can be links to either the College website or other websites.
2. The e-mail should be as brief as possible and definitely not more than the equivalent of a page of A4, one side.

3. There must be an author and contact details so that recipients are clear about who sent it and who to contact.

#### *Who Can Ask For A Mass E-Mail To Be Sent?*

1. An officer of the College; or
2. The Chair of a Faculty, Section, Division or SIG or one designated person appointed by the Chair

can request that a mass e-mail be sent. This is so that all e-mails are consistent with College policy and to ensure relevance.

The request for a mass e-mail should first go to the College's IT Manager, Gordon Malcolm at [gmalcolm@rcpsych.ac.uk](mailto:gmalcolm@rcpsych.ac.uk), who will seek approval from the Head of Membership Relations, or the Chief Executive in his absence.

Up to three postal mailings a year will be paid for from central College funds and these must include statutory notices of business meetings etc. Further mailings are possible, but must be paid for out of Faculty or Section funds

## 5. Running events and meetings

Academic and residential meetings are an important and visible part of Faculty and Section activities. Guidance on the running of these events, and the support provided by College staff, will be included in the appendices to this document, under the remit of the Academic Secretary.

The Programmes and Meetings Committee makes recommendations to Council on policy relating to all College conferences and meetings, including the Annual Meeting. The Committee meets 2 or 3 times per year.

The meetings are chaired by the Director of Conferences, who is a member of CEC. The membership of the Committee includes:

- Faculty and Section Academic Secretaries
- any Officers of the College who may wish to attend
- College staff who may include the Chief Executive

## 6. Working with patients and carers

Work with service users, carers and their organisations is a core purpose of the College and identified as such in the Strategic Plan. Participation of user and carer representatives is encouraged throughout College structures.

It is good practice for any Executive Committee which does not have user and carer representatives to minute the reasons for this decision and to revisit it regularly.

Users and Carers are paid a sessional fee for attending College meetings, and this financial outlay, together with any transport and subsistence needs must be factored into annual budgets for the Faculty or Section.

The College holds a central register of users and carers interested in involvement in College work, but sometimes it will be more appropriate for Executive Committee members to find representatives. It is good practice to identify a specific mentor or support person among the Committee to advise upon acronyms, discuss issues and resolve any queries or areas of discomfort.

The Communications and Policy Department of the College can help and advise concerning service user and carer work.

## 7. Contributing to College policy

Faculties and Sections will identify policy leads, who will work with the College Policy Unit, both proactively and in response to external consultations. Policy leads will attend the Central Policy Co-ordination Committee of the College, and may attend the English Policy Committee or the Jurisdictional Policy Committee.

## 8. Liaising with the media and external stakeholders

The College's Communications and Policy Department provides advice and training around media communication. All Faculties and Sections are represented on the College's Public Education Committee. PEC produces an annual strategy which will include, for example, promotion of original research launched at Faculty and Section meetings plus a Public Education Handbook, which gives advice on dealing with the media.

<http://www.rcpsych.ac.uk/member.aspx>

## 9. Contributing to educational processes

Faculty Education Curriculum Committees (FECCs) and Section Education Curriculum Committees (SECCs) meet as and when they need to, and some may do their work largely electronically. Workload will depend upon any rewriting of relevant areas of the curriculum.

FECCs and SECCs are defined in College Regulations as follows:

“Faculty Education Committees will report to the Faculty Executive Committee. The Faculty Executive Committee will provide specialist input to the Dean on all aspects of postgraduate medical education, including the development of curricula, relevant assessment schedules, and contribution to quality assurance. The Faculty Education Committees will usually include five members including the Faculty Chair. The Faculty Education Committee may be chaired by the Faculty Executive Chair or another member of the Committee. The Chair will be a member of the Education, Training and Standards Committee. Membership will usually include a trainee representative”.

The entry for SECCs mirrors this. FECCs and SECCs are supported by College staff in the Professional Standards Department.

## 10. Assisting Regional Advisers

Regional representatives are appointed to provide specialist assistance to Regional Advisers regarding the various sub-specialties of psychiatry. Administrative support is provided by the Professional Standards Department of the College, but Faculties are working currently to clarify their role and bring them closer to main Executive Committees. Arrangements for Sections are slightly different.

*Further information is being developed, and will be posted here when it is available.*

## 11. Establishing, awarding and running prizes and lectures

Faculties administer their own prizes and lectures, and, subject to College rules, may set up new ones. Full details of current prizes and lectures, and information about setting up new ones, are available at:  
<http://www.rcpsych.ac.uk/members/prizes,bursarieslectures.aspx>

## 12. Managing Finances

The College Finance Department will provide Faculties with appropriate information, advice and training. Please contact the Deputy Head of Finance, Jimmy Tse, on [jtse@rcpsych.ac.uk](mailto:jtse@rcpsych.ac.uk) for further information.

Some preliminary information is set out in this section.

Each Faculty has a Financial Officer – this is an elected post, and all Members of the College who are members of the Faculty may vote in these elections.

Within the College structure, the Finance Management Committee has an oversight and scrutiny function on financial issues. The decision making body is the Council. The remit of FMC is available on the College website. Membership includes a representative of Faculties and Sections, and at the moment this is Dr Michael Farrell, Chair of the Addictions Faculty.

Faculties and Sections are supported specifically by Committee Managers, the Conference Unit and the core College functions such as Finance, IT and the Website team. The costs of these activities are not charged directly against Faculty or Section budgets.

Committee managers assist with a range of work (see elsewhere in this handbook), and will generally code invoices received in respect of Faculty and Section activities before passing them for authorisation and payment. However, Committee Managers do not receive monthly management accounts, and the responsibility for checking and monitoring the overall balances of the Faculty or Section rests with the Financial Officer.

### **Managing Faculty and Section finances**

There are some basic rules and requirements in managing the finances of your Faculty or Section:

Separate bank accounts cannot be maintained – everything is channelled through central College accounts.

On an annual basis, the Faculty or Section should not incur an overall deficit. If this looks like happening for any reason, the Faculty or Section should enter into discussion with the Treasurer about remedial action.

For most Faculties and Sections, conferences and other educational events will be the main source of income. The College conference unit will work with Academic Secretaries to set prudent budgets, reflecting the fact that 15% of all income from these events is levied for the College's central Development Fund.

Sponsorship of events is allowable provided it is within College guidelines (see elsewhere in this handbook, and the College publication CR148).

Occasionally, Council will agree a general subvention of Faculty and Section balances to fund new developments (such as CPD Online or the Fair Deal Campaign).

The Finance Department will provide templates (and training in their use) which should be used to structure the annual business plan which should be

submitted to the Finance Management Committee in the Autumn of every year, in respect of the following financial year.

Financial officers should attend a training / induction session as soon as possible after election – invitations will be sent automatically by the Finance Department.

Financial officers will generally report at least quarterly to their Executive Committees, and to the wider membership of their Faculty or Section as appropriate.

Faculties and Sections are not charged for the use of meeting rooms at the College, but they are charged for teas, coffees and lunches or dinners. Committee managers will be able to supply lists of up to date charges.

If an Executive Committee or other group of members dine together outside the College, it is common for members to meet at least part of the costs individually. Some choose not to charge any alcohol against Faculty or Section funds. However, there are no hard or fast rules about these arrangements, rather an expectation that expenditure from Faculty or Section funds should be appropriate to the College's purposes and charitable status.

If a budget shows an overall surplus, Faculties and Sections are encouraged to undertake projects in line with the purposes and objectives of the College. Examples might include relevant working groups, funding of educational prizes, and bursaries to assist attendance at educational events.

### 13. What your Committee Manager will do for you

Each Faculty and Section has a dedicated Committee Manager who will assist with the work of the Faculty or Section, or direct enquiries to the right person in the College. Committee Managers' responsibilities include (though this is not an exhaustive list):

Managing the cycle of committee work, preparing agendas, minuting executive committee meetings, undertaking follow up actions, liaising with the Elections Administrator to ensure elections take place correctly, supporting scoping and working groups. Committee managers can help with all aspects of correspondence and communication within the Faculty or Section

### Sources of information and support

The College website will be the best and most up to date source of guidance in most areas. Please see below for a selection of relevant links, some of which are repeated here for ease of reference.

## College Supplemental Charter, Bye-Laws and Regulations

<http://www.rcpsych.ac.uk/publications/collegereports/op/op73.aspx>

## College Strategic Plan

<http://www.rcpsych.ac.uk/college.aspx>

## Prizes and lectures information

<http://www.rcpsych.ac.uk/members/prizes,bursarieslectures.aspx>

## Data Protection policy

<http://www.rcpsych.ac.uk/member/newdataprotectionpolicy.aspx>

## CR148 (sponsorship)

<http://www.rcpsych.ac.uk/publications/collegereports/collegereports.aspx>

## College Contacts:

The main switchboard number at 17 Belgrave Square. is 020 7235 2351. If you don't know which person or section you need to speak to the operator will help and will direct your call.

Committee Managers' email addresses (for Faculties and Sections) are:

[academic@rcpsych.ac.uk](mailto:academic@rcpsych.ac.uk)

[addictions@rcpsych.ac.uk](mailto:addictions@rcpsych.ac.uk)

[cap@rcpsych.ac.uk](mailto:cap@rcpsych.ac.uk)

[eatingdisorders@rcpsych.ac.uk](mailto:eatingdisorders@rcpsych.ac.uk)

[forensic@rcpsych.ac.uk](mailto:forensic@rcpsych.ac.uk)

[gandcfaculty@rcpsych.ac.uk](mailto:gandcfaculty@rcpsych.ac.uk)

[learningdisability@rcpsych.ac.uk](mailto:learningdisability@rcpsych.ac.uk)

[liaison@rcpsych.ac.uk](mailto:liaison@rcpsych.ac.uk)

[neuropsychiatry@rcpsych.ac.uk](mailto:neuropsychiatry@rcpsych.ac.uk)

[oldage@rcpsych.ac.uk](mailto:oldage@rcpsych.ac.uk)

[perinatal@rcpsych.ac.uk](mailto:perinatal@rcpsych.ac.uk)

[psychotherapy@rcpsych.ac.uk](mailto:psychotherapy@rcpsych.ac.uk)

[rehabandsocial@rcpsych.ac.uk](mailto:rehabandsocial@rcpsych.ac.uk)