

## **ROYAL COLLEGE OF PSYCHIATRISTS**

### **GUIDANCE TO AUTHORS OF COUNCIL REPORTS/ CHAIRS OF COLLEGE POLICY WORKING GROUPS**

The following procedures are recommended to ensure the smooth running of working groups. This applies to all policy working groups established by the Executive and Finance Committee and Public Policy Committee, and to working groups established within Faculties or Sections.

Please note that details of all proposed working groups should be submitted to the Executive and Finance Committee in accordance with the following procedures, regardless of whether or not these will attract costs. This is to ensure that an accurate list of initiatives may be maintained centrally, in order to prevent duplication of work, and to assist the College's Library and Information Service in responding to enquiries.

#### **1. Chairmanship and membership of the working group**

The Chair of a College working group will usually be nominated by the parent committee (eg the Public Policy Committee, Faculty or Section Executive Committee) or an Officer of the College. The membership may be determined by the Chair, with advice and possible nominations from the parent committee or Officer. Experts from external organisations or from within the College may be co-opted when necessary. Final approval of the membership of the working group must be given by the Executive and Finance Committee.

#### **2. Preparation of a budget**

A budget should be submitted to the parent committee and the Executive and Finance Committee for approval. The following items should be taken into account in preparing the budget:

The likely duration and number of meetings - Many working groups are limited to 18 months; consideration should be given to the extent to which work can be conducted by correspondence and telephone, thus reducing the number of meetings.

Estimated travelling expenses of the members - Meetings should be held in the afternoon as far as possible, to reduce the cost of travel, and members should take advantage of Apex and other reduced fares as far as possible. The working group may wish to consider meeting outside the College premises if this reduces travel time and expenses. nb Members are expected to claim reimbursement of travelling expenses locally where possible. If the employing Trust or authority is unwilling to pay expenses, estimated costs should be included in the budget.

The College will reimburse reasonable travelling expenses (normally 2nd class rail fares) of non-College members if their parent organisation is not covering them.

Secretarial support - It will not normally be possible for secretarial support to be provided by a member of College staff, but where this is considered necessary,

an estimate of staff time should be included in the budget, and the permission of the Registrar must be sought (in accordance with the College's Regulations).

Estimated catering costs - eg tea, coffee, lunch.

NB Publication costs do not need to be included in the budget, as it is expected that these will be recouped by the sale of the Report.

### 3. **Remit**

The initial remit will have been drafted by the parent committee or relevant Officer, and should be circulated to the Executive and Finance Committee together with the proposed budget and membership list. Once the working group has met and agreed a more detailed remit, this should be reported back to the Public Policy Committee and the Executive and Finance Committee.

### 4. **Progress**

It is recommended that the working group should keep the Public Policy Committee and the Executive and Finance Committee informed about its progress.

### 5. **Legal advice**

Approaches to lawyers for advice about the content of draft reports should not be made by the working group without prior approval from the Executive and Finance Committee.

### 6. **Media interest**

In the event that the draft report or details of the proceedings of the working group are leaked to the media, the Chair is advised to contact the College's Head of External Affairs, Deborah Hart, on extension 127, so that a strategy can be formulated to ensure that the College responds effectively to any media coverage. Members of the working group are advised not to enter into a dialogue with journalists until advice has been sought from the College.

### 7. **Procedures concerning the preparation and submission of the Report**

#### **Format of the Report:**

In addition to the main text, the Report should usually consist of:

- a list of the members of the working group
- a list of contributors
- an introduction
- a summary
- a list of recommendations
- a complete list of references, in the Harvard style\*

\* Incomplete referencing is the main cause for delay in the editorial/publication process. For all references cited in the text, full publication details should be

included in the reference list. Publications not cited in the text should not be included in the reference list. If necessary, an additional list of 'Further reading' (references not cited in the text but thought useful to readers of the report) may be appended. Again, care should be taken to include full publication details. For further advice about referencing style, see appendix I.

Consultation of other college Committees, Faculties, Sections and Divisions: The working group should consult relevant College Committees, Faculties and Sections in the preparation of the Report. Advice should also be sought from the Scottish, Irish, Northern Ireland and Welsh Divisions to ensure that the Report addresses any differences in legislation and practice. It should also be specified whether any statistics contained within the Report apply to the UK or to England and Wales.

Consideration by the Public Policy Committee, Executive and Finance Committee and Council: The Public Policy Committee is responsible for the co-ordination of College policy (excluding internal policy or educational policy), and should be informed of the remit and progress (*see above*) of any College policy working group.

The draft report of the working group should be submitted to the Public Policy Committee and the Executive and Finance Committee. The report will also be submitted to the Special Committee on Ethnic Issues (or a nominated committee member) to ensure that ethnic issues have been taken into account, in line with the Race Equality Scheme Action Plan guidance for the review of College policy) (see appendix II). Once approved by those committees, the report will be submitted to Council.

Following consideration by Council, some final modifications may be recommended before the Report is approved for publication. The Committee Administrator - Policy will liaise with the Chair to clarify any modifications recommended by Council. It is expected that the final manuscript will be received by the Publications Department within a period of one month following receipt of this advice from the Committee Manager - Policy.

**Length of currency of the Report:** (ie the number of years that the Report should remain College policy.) Council Reports are given an 'expiry date', usually a period of five years, after which time they are reviewed, and either reconfirmed as statement of current policy, or updated as appropriate. The Chair of the working group is asked to make a recommendation about the length of currency, for consideration by Council.

Prior to submission of the Report to Council, the Chair of the working group is asked to supply the following:

- An **electronic copy** of the Report (either on diskette or by e-mail), preferably in Word for Windows format;
- A separate copy of the **summary** of the Report (up to 300-400 words in length), for publication in the Psychiatric Bulletin (to bring the report to members' attention), for inclusion on a publicity sheet/order form prepared by the Publications Department for wide circulation to other bodies and agencies (see list 3, enclosed), and for inclusion on the College website <http://www.rcpsych.ac.uk>

The marketing summary may be adapted from the Report's executive summary and should include a list of key features/recommendations of the report, and information about the target audience/readership. This summary will be published in the *Bulletin* and will appear on the website (together with the full text of the report). In addition, it will be included on a marketing sheet/order form prepared by the Publications Department, for wide circulation to other bodies and agencies (see list 3, attached).

- A **list of names and addresses of relevant key bodies or individuals** to whom it is suggested that a complimentary copy of the full Report should be circulated (in addition to those contained in circulation lists 1 and 2, enclosed). (This should include the members of the working group which produced the Report.)

NB There are specific guidelines relating to the joint publication of Reports in collaboration with other professional bodies/Colleges - these are available on request from the Committee Manager - Policy or the Head of Publications Services.

*Approved by the Executive and Finance Committee, February 1997  
Amended Dec 2003*

## Appendix I

### References

Cross-check all references with the list.

#### *Text citation*

Citation in the text: 'as has been described by Smith & Brown (1978)' or 'as has been described elsewhere (Jones *et al*, 1977)'

For references with two authors, use style: Smith & Brown, 1978

For references with three or more authors, replace second and subsequent authors by *et al* (italic, no point): Barton *et al*

Multiple references in parenthesis: in chronological order and separated by semicolons: '(Smith *et al*, 1998; Adams & Jones, 1999; Barton *et al*, 1999, 2001)'

Reference for an unattributed editorial: give the journal name in the text (Lancet, 1993) and place in reference list under Lancet (Roman in both places).

When a website is referenced as a resource, the URL should be cited in the text only. When a specific document that is available online is referred to, treat the text citation in the same way as for a printed reference.

References to unpublished lectures, documents not available to the reader or papers/books submitted but not yet accepted for publication are not permissible.

Publications 'in press': if year is known, but project is still in press, cite in text as 'Smith, 2002' and in reference list as a standard reference, but end with 'in press'

#### *Reference lists*

Omit Ltd, Inc, etc. from the publisher's name.

Give journal titles in full and omit the definite article (exception, *The Times*).

Lower case Roman volume numbers for the *BMJ* and the *Lancet* appear in italic, not bold.

List references in alphabetical order.

Order chronologically numerous entries under the same author's name, giving first all those by the single author, then those by two or more authors.

Use a rule to replace a repeated name or names.

Where more than three authors are listed, give the first three followed by '*et al*' (no point).

Several publications in one year by the same group, or ambiguous citations (e.g. Bloggs *et al*, 1824) should be distinguished as 1824*a*, 1824*b* etc in the text and reference list.

Example of list order:

Adams, A. (2002) ...  
Adams, P. (1999) ...  
Brown, F. (1998) ...  
--- & Smith, J. (1994) ...

---, ---, Tames, P., *et al* (1988) ...  
 denBoer, W. (2001) ...  
 MacDonald, S. (2002) ...  
 Manfredson, P. (1999) ...  
 McDonald, D. (2001) ...  
 van Schmidt, H. (2000) ...  
 von Schmidt, C. (2002) ...  
 Taylor, Y. (2001a) ...  
 --- (2001b) ...  
 --- (2001c) ...

The following example shows most of the things you are likely to come across in a reference list. Note that law reports are collected at the end of the list, with square brackets around the year. Documents available online should be treated in the same way as published sources, giving the full URL in place of place of publication/publisher or journal name/volume/page number details.

**Allen, I. (1994)** *Doctors and their Careers. A New Generation*. London: Policy Studies Institute.

**Anonymous (2001)** Keeping women in hospital and academic medicine (editorial). *Lancet*, **358**, 83.

**Blenkin, H., Deary, I. & Agius, R. (1995)** Stress in NHS consultants (letter). *BMJ*, **310**, 534.

**British Medical Association (1999)** *Maternity Leave (for NHS Medical Staff)*. London: BMA.

— (2000) *Maternity leave (for NHS Medical Staff). Guidance Note Amendment*. London: BMA.

**Kohen, D. (2001a)** Gender and mental health: recognition of unresolved issues (editorial). *Advances in Psychiatric Treatment*, **7**, 83–84.

— (2001b) Psychiatric services for women. *Advances in Psychiatric Treatment*, **7**, 328–334.

**Department of Health (1999)** *Reform of the Mental Health Act 1983 Proposals for Consultation* (Cm 4480). London: Stationery Office.

**Held, V. (1993)** *Feminist Morality: Transforming Culture, Society and Politics*. Chicago, IL: University of Chicago Press.

**Law Commission (1995)** *Mental Incapacity: A Summary of the Law Commission's Recommendations* (LC 231). London: HMSO.

**Lord Chancellor's Department (1999)** *Making Decisions. The Government's Proposals for Making Decisions on Behalf of Mentally Incapacitated Adults: A Report Issued in the Light of Responses to the Consultation Paper "Who Decides?"* (Cm 4465). London: Stationery Office.

**McGarry, L. & Chodoff, P. (1981)** The ethics of involuntary hospitalization. In *Psychiatric Ethics* (eds S. Bloch & P. Chodoff), pp. 203–219. Oxford: Oxford University Press.

**Airedale NHS Trust v. Bland [1993]** 1 *AllER* 821.

**Gillick v. W. Norfolk & Wisbech Area Health Authority [1985]** 3 *AllER* 402.

**R v. Bournemouth Community and Mental Health NHS Trust, ex parte L [1998]** 3 *AllER* 289.

**Re T (Adult: Refusal of Treatment) [1992]** 4 *AllER* 649.

## **Race Equality Scheme Action Plan GUIDANCE FOR THE REVIEW OF COLLEGE POLICY**

### **Introduction**

This guidance has been prepared as part of the College's Race Equality Scheme Action Plan. This was approved by Council in April 2003. Council has agreed that, as part of the General Duty placed upon it under the Race Relations (Amendment) Act 2000, the College will take active steps to eliminate racial discrimination from all College policies, procedures and standards. In order to achieve this the College will need to ensure that a system is established so that all such policies, procedures and standards are routinely examined to ensure that they do not directly or indirectly racially discriminate. The major differences relating to culture should be acknowledged, when appropriate, in all College documents.

In order to achieve this Council agreed that this guidance should be followed when policies, procedures and standards are reviewed. This includes Council policy, Court of Electors procedures (relating to training, appointments and examinations) and any other procedures relating to College activity, such as publications or research. It should be assumed that this template is applicable to all areas of the College. It is anticipated that there will be very few exceptions.

New Chairs of College working groups, including Faculties, Sections and Special Interest Groups, will be sent a copy of this guidance. It will also be forwarded to any committees reviewing Council Reports. The Postgraduate and Examinations Department are in the process of identifying all the College's educational policies, procedures and standards. The guidance will be applied when these documents are due for review, although some policies, procedures and standards may require more urgent amendment. The Editor and the Head of Publications have been asked to undertake a similar exercise for the policies, standards and procedures used in the Publications Department.

### **Guidance**

Working groups producing or reviewing College policies, standards and procedures should consider the following issues:

#### ***1. Does the policy, standard, or procedure affect some racial groups differently?***

Preparation of the policy: If the Chair or working group believes that the policy will affect racial groups differently then they should consider whether the working group has the appropriate expertise amongst its membership. If they require assistance in identifying an additional member with such expertise they should contact the Chair of the Special Committee on Ethnic Issues.

For example: Council Report CR49 "Consensus statement on the assessment and investigation of an elderly person with suspected cognitive impairment by a specialist old age psychiatry service" is currently being reviewed.  
Have the specific needs of different racial groups been considered?

Service users may come from many different ethnic backgrounds with wide cultural differences. They may need interpretation services. Does the statement refer to this?

Cognitive assessment is highly dependent on language ability, and the outcome of the assessment has important implications for treatment. Has the validity of rating scales for different ethnic groups been considered? Has the advice of a transcultural expert in old age psychiatry been obtained?

Content of the policy: The working group should consider how any policy, standard or procedure will directly or indirectly affect different ethnic groups when it is published and thus in the public arena. The working group should consider what is already published about different ethnic groups in the particular context of their report.

For example any future College report on child abuse should refer to the findings of the Victoria Climbié Inquiry (Report of an inquiry by Lord Laming, January 2003)

## ***2. Is there any public concern that the function or policy in question is causing discrimination***

The College has identified those issues which it considers have caused the most public concern. These are summarised in the Race Equality Statement of Intent (RESI), a copy of which is attached. Working parties should consider whether any aspects of the RESI should be addressed within their report.

The Working Groups should consider how their report will contribute towards meeting the General Duty under the Race Relations (Amendment) Act 2000. This requires the College 'to have due regard in carrying out their functions to eliminate unlawful racial discrimination; promote equality of opportunity; and promote good relations between persons of different racial groups'

In order to ensure that this guidance is embedded into all College structures it is been agreed by Council that initially, all policies, standards and procedures will be scrutinised by the Special Committee on Ethnic Issues before being forwarded to Council or the Court of Electors. In order to avoid any additional delay in the approval procedure, members of the Special Committee will be identified to undertake this task between meetings if necessary.

The Special Committee on Ethnic Issues is happy to provide any further advice or guidance on implementing this guidance.

Special Committee on Ethnic Issues, June 2003  
Endorsed by Council, June 2003