

Name of the Group

UK Dental Schools Senior Officers Group

Terms of Reference

- To provide a forum for dissemination and sharing of managerial good practice
- To provide a support network for peers in similar roles across the UK to complement local University support networks
- To work in partnership with the Dental Schools Council (formerly the Council of Heads and Deans of Dental Schools) on strategies and policies of significance to dentistry in the UK
- To provide a body that can respond in collaboration with the Dental Schools Council on National and International policy and strategy developments of significance to dentistry within Higher Education and the National Health Service
- To undertake work independently of importance to the group
- To debate topical issues surrounding Dental School and Hospitals, including education, research, resourceing, governance etc.
- To discuss and formulate plans for practical implementation of new national policies and strategies of the Dental Schools Council
- To liaise, discuss and consult with relevant stakeholders as appropriate

Membership

The membership of the group consists of one individual from each dental school, who best meets the following criteria:

- Gives primary support and advice to the Dean/Head of School on university policies and procedures and external strategy and policy developments
- Is responsible for the daily management of the School's administration
- Develops financial and business plans for the School
- Assist the Dean/Head in the school's strategic planning process and is accountable for the implementation of many aspects of the strategic plan
- Is responsible for the supervision, training and development of administrative staff within the School
- Is responsible for monitoring compliance within the School in terms of relevant external legislation (e.g. employment law, data protection, freedom of information, health & safety)

It is expected that this would be the most senior administrative post holder in the school. In addition, the Policy Officer for the Dental Schools Council will also be a member of this group to offer advice as to the Dental Schools Council position on discussion items in order to allow strong links to be formulated between the groups.

Format and Frequency of Meetings

There will be two meetings a year – February/March and October.

The October meeting will coincide with the Council meeting of the Dental Schools Council, where there will be a joint session. The February/March meeting will take place approximately 3-4 weeks prior to the Dental Schools Council meeting.

The meetings will rotate around the UK Dental Schools.

In general meetings will take the following outline format:

- Work relating specifically to this group
- Dental Schools Council related work
- External presentation on a subject of interest

The group may on occasions organise special meetings and invite others along to discuss certain topics.

Links and partnership working with the Dental Schools Council

It is recognised that a strong working relationship between this group and the Dental Schools Council has many benefits to both parties. In summary the following links are proposed:

- A joint session for both groups at the October Council meeting
- Sharing of minutes / reports
- A shared approach to key project work of importance to Dentistry in the UK
- A shared approach to data collection for key reports (e.g. Clinical Academic Staffing levels in UK Medical and Dental schools)
- A web presence for this group on the Dental Schools Council website
- A member of the Dental Schools Council secretariat to provide advice as to Dental Schools Council position on discussion items

Chairperson

A Chairperson will be appointed for a term of office of two years. There will be no option for re-election to a second term of office. The Chair will also act as the Treasurer.

The Chairperson will be appointed in the following procedure:

- Invite expressions of interest
- Ballot (if more than one expression of interest is received)

The Dental Schools Council secretariat will write to members seeking nominations for the post of Chair. If more than one nomination is received a ballot form will be issued to members. The result of the voting process will be announced by telephone to the nominees and by email to all other members.

The vice-Chair will be the School representative of the host school of the meeting.

Administrative Support

Initially the administrative support for the group will be provided by the home school of the Chairperson. The administrative support will co-ordinate the development of the agenda and supporting source documentation in collaboration with the Chairperson, Vice-Chair, Policy Officer for Dental Schools Council and Chairperson of the Dental Schools Council. The administrative support, in collaboration with the Dental Schools Council Policy Officer will maintain an accurate contact list of all members.

The operational organisation of the meetings will be carried out by the school hosting the meeting.

Financial Support

In order for the group to function effectively it is proposed that each Dental School pays an annual membership fee of £600 per annum. This will commence in academic year 2008/09 and it is proposed that this is added to the Membership fee for the Dental Schools Council and administered through the Dental Schools Council secretariat.

This would equate to an annual budget of £9,000.

The membership fee would cover the following:

- accommodation and evening meal prior to the meeting
- lunch and refreshments at each meeting
- honoraria to the administrative support staff member of the group
- travel and subsistence for guest speakers

Travel arrangements for the meetings will be paid directly by each school.

The Administrative Support in collaboration with the Dental Schools Council secretariat shall keep a record of all monies received and all payments made. The Chairperson/Treasurer shall submit accounts to the Group at the first meeting held in each academic year.

Confidentiality

Minutes, agendas, positions papers and information gathered by the Group should be regarded as confidential. Data should not be divulged without the permission of the Chairperson.

Review Procedures

These arrangements will be reviewed within two years to ensure that they are appropriate for the effective working of the group.

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