

Faculty of General Dental Practice (UK)

Lay Advisory Group

Terms of Reference and Constitution

Name

1. The group shall be called the Faculty of General Dental Practice (UK) Lay Advisory Group (“Lay Advisory Group” or “LAG”).

Aims

2. The aim of the LAG is to improve standards of patient care in general dental practice by:
 - supporting and providing a resource to the Faculty;
 - championing areas of patient concern to the Faculty and its Board; and
 - contributing to the work of the Board, its Committees and Divisions by bringing a patient perspective to discussions, consultations, etc.

Membership

3. Composition Six lay members, two dentist members and one dental care professional. In addition, the Dean may attend in an ex-officio capacity.
4. Appointment of Lay Members Lay members shall be appointed by the Faculty Board, after advertising nationally. Under the direction of the Chairman of the LAG, criteria will be established for the selection of lay members. A sub-group of the LAG will consider nominations, conduct interviews as appropriate and recommend individuals for appointment to the group, subject to approval by the Faculty Board.
5. Lay members are appointed to bring an independent patient perspective and not that of any external organisation.
6. Dentist Members The two dentist members shall be members of the Faculty Board and will be appointed by the Dean via the Revision Committee.
7. Dental Care Professional Members The dental care professional member will be nominated by the DCP Advisory Board.
8. Associate Membership The LAG may from time to time invite an associate(s) to attend its meetings, where it is considered this will support and inform its activities. Such involvement will be reviewed annually at the September meeting. An associate member will not have voting rights.

9. Representation on other Faculty Committees To incorporate fully the patient perspective in all discussions and decisions, lay members of the LAG will sit as full members on each of the Faculty's committees (currently the Education, Examinations, Research and External Affairs Committees and the Dental Care Professionals (DCP) Advisory Board). The allocation of representation rests with the Chair in discussion with members and in conjunction with the Dean.

Terms of Office

10. The term of office for members is three years. This can be extended by a further three years to a maximum of six years in total.

Chairmanship

11. The Chair of the Lay Advisory Group will be a lay member and will be elected to the Chair from the main membership of the Group.
12. The Chair's term of office will be for a maximum of three years, subject to annual re-election. The Chair's year will be in line with other committee Chairs within the Faculty which normally start in June.
13. The Chair will be a member of the Dean's Committee.
14. The Chair will be an observer on the main Faculty Board.

Vice Chair

15. A Vice-Chair shall be elected to act as deputy for the Chair and will be elected to the Vice-Chair from the main membership of the group.
16. The term of office for Vice-Chair will be for one year, commencing in June, but may be extended by re-election for a further year either consecutively or with a break year(s).

Election of Chair and Vice-Chair

17. Elections for the Chair and Vice-Chair will be by postal or e-mail ballot immediately following the meeting at which expressions of interest are noted. This procedure will stand even if only one name is put forward for each position

Meetings

18. The Lay Advisory Group will meet three times a year, normally, in January, April and September. Members are expected to attend these meetings and will generally be required also to participate in at least one other committee (see 9 above).
19. Extraordinary meetings of the LAG may be called by the Chair if the need arises.

Annual Review

20. The LAG will make an annual report of its past activities to the Faculty's Annual General Meeting. A forward plan, with proposals for the following year will be presented to the Faculty Board at its February meeting.

Minuting

21. The content of Lay Advisory Group meetings will be formally minuted by the secretariat member(s), and placed before the next meeting of the Faculty Board. Confirmed minutes will be held centrally in the Faculty Office.

Management of the Lay Advisory Group

22. The Faculty's Standing Orders will apply to the conduct of the Lay Advisory Group's business.
23. Travel expenses will be paid by the Faculty. Travel expenses may also be paid when members formally represent the Lay Advisory Group at external meetings.
24. These Terms of Reference may be revised as required in the light of further developments and be formally reviewed annually by the LAG.