

**Scottish Specialty Training Committee**  
**SPECIAL CARE DENTISTRY**  
**CONSTITUTION AND STANDING ORDERS**

**Introduction**

European Dental Specialist Legislation and *A Reference Guide for Postgraduate Dental Specialty Training in the UK* (the 'Dental Gold Guide') set out the arrangements for specialty training in dentistry.

**Remit**

Within NHS Education for Scotland's (NES) terms of reference, the Dean of Postgraduate Dental Education in Scotland is responsible for the organisation and management of Specialty Registrar Training for Dentistry. The national Specialty Training Committees are advisory committees which act on behalf of the Dean of Postgraduate Dental Education and deal with all aspects of specialty training.

The main functions of the Specialty Training Committee (STC) will be to:

- advise on policy, standards and regulations for Specialty Training in Special Care Dentistry having regard to the requirements of the Joint Committee for Postgraduate Training in Dentistry and *A Reference Guide for Postgraduate Dental Specialty Training in the UK*.
- facilitate training programmes for Specialty Registrars in Special Care Dentistry in Scotland.
- review and monitor progress and provide counselling for all trainees on an individual and regular basis. The review of progress will be informed by the Annual Review of Competence Progression (ARCP) and the procedures set out in *A Reference Guide for Postgraduate Dental Specialty Training in the UK*.
- liaise with other national bodies involved in Specialty Training in Special Care Dentistry.
- provide a forum for discussion on all matters relating to Specialty Training in Special Care Dentistry in Scotland.
- advise on the requirements for study leave for Specialty Registrars in Special Care Dentistry.

## Composition

All members of the committee are appointed by NES in consultation and agreement with the nominating bodies. Training programme directors are appointed to a five-year term of office (which can be extended by NES). Trainee representation is limited to a maximum two year term of office. All other members serve a three year term of office.

Chairman	-	Selected by the constituent members and appointed by NES
Member	-	Nominated by the SAC in Special Care Dentistry
Member	-	Representation from the Dental Faculties of the Surgical Colleges in Scotland (one on a rotational basis: Edinburgh, Glasgow)
Member	-	Representation from the Universities in Scotland which award undergraduate and/or postgraduate dental degrees (one on a rotational basis: Glasgow, Dundee, Edinburgh, Aberdeen)
Member	-	The Training Programme Director (5 years)
Member	-	The Dean of Postgraduate Dental Education in Scotland or his/her nominee
Member	-	A Specialty Registrar in training in Special Care Dentistry in Scotland (max 2 years)
Member	-	Lay member, appointed by NES
Members	-	Two non-consultant Specialist Trainers, to be nominated by the Dental Clinical Directors group, Scotland

## **Standing Orders**

### **Definitions**

The Scottish Specialty Training Committee for Special Care Dentistry is a Committee of NES responsible for the development, organisation and management of Specialty Training in Scotland. The Committee reports to the Dental Committee of NES. Members of the STC are appointed by NES on the recommendation of the profession.

Unless otherwise specified in these Standing Orders, any reference to a member shall be to a voting member as defined in the Constitution. All full members of the Committee are voting members. The training grade representative is eligible to vote on all matters except those which are deemed to be formal or reserved business.

### **Chairman**

The Chairman shall be appointed by NES on the advice of Specialty Training Committee.

### **Conduct of business and Standing Orders**

The business of the Committee shall be conducted in accordance with the Standing Orders. Notice of a proposed change to the Standing Orders shall be sent to all members not less than one month in advance of the meeting at which the change is to be proposed. Proposals to change the Standing Orders shall require the signature of three voting members of the Committee and any changes, once agreed by the STC, shall be ratified by the Dental Committee of NES or by the authority of the Chief Executive.

### **Nomination/invitation to outside bodies**

These should be conducted by simple majority voting. Members so elected shall be mindful that they represent the STC when serving in this capacity and submit written reports on the conduct of business.

### **Quorum**

The Quorum shall be one-half of voting members to enable valid business to be transacted.

### **Meetings of the Committee**

Routine meetings will normally be held at six monthly intervals. However, additional meetings of the Committee may be called by the Chairman at any time, or if one half of voting members request a meeting.

Items to be included in the agenda shall be supplied to members of the STC normally seven days before the Committee meeting. Items not notified within this time limit can be discussed at the meeting. Significant policy decisions will normally be deferred until the next meeting.

## **Rules of debate**

When speaking to an item, members will direct their remarks strictly to it.

All remarks will be directed to the Chair.

The Chairman shall have power to take such steps as are deemed necessary to prevent tedious repetition.

The Chairman shall have power to accept a motion that the question be put to a vote. To be carried, such a motion shall require a simple majority of the voting members present and voting.

The Committee shall have the power to move to the next business if a simple majority of voting members present and voting agree. The Chairman shall have the power to refuse to put the proposition if he/she considers it to be premature and declares accordingly.

## **Voting**

Every question shall, if challenged, be determined by a show of hands. The Chairman of the Committee will be entitled to vote. In the case of equality of votes, the Chairman may use a second 'casting' vote. Members who wish to have their vote minuted, may request that this is done.

No person who is not a voting member of the Committee shall be entitled to vote at any meeting of the Committee

## **Confidentiality of documents**

Committee members shall not disclose any details from the papers but shall be free to consult appropriately in confidence to obtain views and guidance.

Documents issued for consideration at meetings of the Committee (other than previously published reports) will be confidential, and are not to be published in any circumstances prior to their adoption as policy. Documents which are not adopted will remain confidential and shall not be published.

Documents setting out Committee policy will be published by the Secretariat of the Committee. Documents relating to the performance of individuals or bodies will remain confidential to the parties involved unless the Committee specifically directs otherwise.

## **Amendment of Standing Orders**

The amendment of Standing Orders shall be undertaken in accordance with the Constitution of the Committee.

**Chairman's Discretion**

Any question arising in relation to the conduct of the meeting which is not dealt with in these Standing Orders shall be determined by the Chairman at her/his absolute discretion.

**Data Protection Act**

The STC shall comply with the Data Protection Act. The Data Protection Officer shall be the Administrative Secretary.

**Chairman's Action**

In the event of an urgent or emergency situation arising, the Chairman shall be empowered to take action on behalf of the STC, but shall be required to report on such action to the Committee at its next meeting.

Dr Ann C Shearer  
Associate Postgraduate Dental Dean  
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