



UK Committee of Postgraduate Dental Deans and Directors (COPDEND)

Constitution/Terms of Reference

The UK Committee of Postgraduate Dental Deans and Directors (COPDEND) is a forum for information exchange and for corporate action on matters pertaining to the planning, management, delivery and development of postgraduate dental education and training within the NHS in the United Kingdom. The committee has the following remit:

- To provide strategic leadership in postgraduate and post-qualification dental professional education and training.
- To develop policies for the provision and delivery of high quality postgraduate dental education and training within the framework of the NHS in the four nations of the United Kingdom.
- To act as a forum for information exchange and dissemination on matters pertaining to postgraduate dental education and training and to advise NHS England (NHSE), NHS Education for Scotland (NES), Health Education and Improvement Wales (HEIW) and Northern Ireland Medical & Dental Training Agency (NIMDTA) accordingly.
- To provide a forum for information exchange to enable Deans to provide authoritative advice, highlight issues, proffer solutions and to inform of developments in the delivery and quality management of postgraduate dental education and training to respective Departments of Health and Social Care (UK) or equivalent and Chief Dental Officers.
- To assist in workforce planning and development.
- To develop and innovate improvements in quality management in education and training.
- To promote research in postgraduate dental education across primary and secondary care.
- To facilitate the translation of the evidence base gained from research to aid the delivery of education and training.
- To improve patient care through the development and promotion of opportunities for dental professionals to access education and training in quality improvement, change management and leadership.

- To work collaboratively with undergraduate dental education providers to facilitate a smooth transition into professional working life in order to assure the quality of care for patients by newly qualified dental professionals in foundation and vocational training schemes.
- To engage with key stakeholders and to respond to feedback as appropriate.
- COPDEND will work collegiately in close collaboration with COPMeD on issues of common interest and ensure that this is facilitated through effective communication.

1. The Composition of the Committee shall be as follows: -

Members

- The Postgraduate Dental Deans/Directors in England
- The Postgraduate Dental Dean, Northern Ireland
- The Postgraduate Dental Dean/Director of Dentistry, Scotland
- The Postgraduate Dental Dean, Wales

Observers

- The Postgraduate Dental Dean, Defence Medical Services
- A representative of Dental Business Managers

Support

- To be arranged by Chair of COPDEND as detailed in the standing orders.
- Observers and invitees are permitted at the discretion of the Chair. Observers and invitees are not eligible to vote.

2. Deputies

Members may send a nominated deputy to meetings. The deputy will acquire the voting rights of the member they represent on that occasion.

3. Constitution and Standing Orders

The Committee will review and vote upon its constitution every three years. The procedures for proposing alterations to the constitution are set out in the standing orders.

Standing Orders

The business of COPDEND shall be conducted in accordance with the Standing Orders as detailed below. Notice of a proposed change in 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 for such changes shall require the signature of three members of COPDEND.

1. Officers

The officers shall be a Chair and two Vice-Chairs.

2. Chairs and Vice Chairs

The Chair and Vice Chairs will be elected from the members of COPDEND by a simple majority. The period of office shall be for three years and is renewable for a maximum of two years subject to re-election by the members.

If the elected Chair is from a NHSE Local Office, one Vice-Chair shall be elected by the Postgraduate Dental Deans from the devolved Nations as above by simple majority.

If the elected Chair is a Dean representing a devolved nation then one Vice-Chair shall be elected by all Postgraduate Dental Deans. The other will be the appointed Chair of English Dental Deans.

All candidates for both Chair and Vice chair should be proposed and seconded by members of COPDEND. In the event of there being more than two candidates, the individual obtaining the smallest number of votes on the first poll shall be eliminated. If two candidates receive the same number of votes, the casting vote will be by the chair. The procedure shall be repeated until a Chair is elected by a majority of the votes cast. The Vice-Chairs shall be elected by the same method.

The election of a Chair shall normally take place nine months before he/she is due to take up office.

3. Charing meetings

In the absence of the Chair, the meeting shall be chaired by a Vice-Chair.

4. Election of Chairs of Advisory/ Stakeholder groups

- Expressions of interest will be sought from COPDEND members for each Chair role.
- The potential Chair should ensure that there will be sufficient time in their job plan to undertake the role.
- The COPDEND Chair and Vice Chairs will identify the most appropriate candidate and subject to acceptance by the candidate, notify the relevant advisory / stakeholder group or equivalent of the appointment.
- The term of office should normally be no longer than 5 years depending on the post holder's job plan, commitments, and availability of a replacement.
- The term of office may be extended if appropriate for a maximum of 3 years.
- An up-to-date list of the Chair appointments will be available on the COPDEND website.

5. Lead Deans for Dental Specialties

- Expressions of interest will be sought from COPDEND members for each Lead Dean role. Deans from either primary or secondary care backgrounds may become the Lead Dean.
- For specialty training the Lead Dean will normally be appointed to an advisory committee that is out with their own specialty experience.
- The potential Lead Dean should ensure that there will be sufficient time in their job plan to undertake the role.
- The COPDEND Chair and Vice Chairs will identify the most appropriate candidate and subject to acceptance by the candidate, notify the relevant advisory committee or equivalent of the appointment.
- The term of office should normally be no longer than 3 years depending on the post holder's job plan, commitments and availability of a replacement.
- An up to date list of the Lead Dean appointments will be available on the COPDEND website.

6. Subcommittees and advisory groups

The Dental Foundation Training, Dental Core Training, Dental Specialty Training and Dental Academic Stakeholder Groups will be chaired by the Lead Dean for that element.

Task and finish groups may be established by the lead dean to carry out specific activities with clear terms of reference.

The outworking of the task and finish groups will be fed back to the advisory group and the Lead Dean shall advise any other subcommittees and report these to COPDEND. Advisory groups, subcommittees or task and finish groups should not publish reports independently.

7. COPDEND representation to outside bodies

Members that represent COPDEND should where appropriate submit written reports to COPDEND on the business conducted relevant to COPDEND. Note of representation will be made in the minutes of the subsequent COPDEND business meeting.

8. Quorum

The quorum at COPDEND meetings shall be one-half of the members and should include representatives from two of the devolved Nations. In the absence of a quorum, the Chair will be required to hold a further meeting within two months.

9. Meetings of COPDEND

Meetings shall normally be held 5 times per year, with up to two additional workshops/ stakeholder events. The latter events are ordinarily held directly following the COPDEND meetings in May and October.

The Chair may call an additional COPDEND meeting at any time. This will also be facilitated if one-third of members request a meeting.

The Chair shall be responsible for circulating the agenda and relevant papers to members of COPDEND at least seven days before a scheduled meeting.

Members who wish to submit items for inclusion in the agenda shall notify the Chair at least fourteen days prior to the date of the meeting. Items not notified within this time limit can be discussed at the meeting with the agreement of the chair, however significant policy decisions will be deferred until the next meeting. The only exception to this shall be where the Chair or at least two-thirds of voting members support (a) a motion 'that a decision be reached' and (b) the substantive motion.

10. Secretariat

The manager and administrative assistant will be appointed by the Chairs of COPDEND and English Dental Deans (where these are not the same person); in which case, they will be line managed by and accountable to both Chairs. The UK nations will contribute to cost of COPDEND appropriately and the contribution reviewed yearly.

11. Matters arising

Members of COPDEND may bring forward for further discussion any item discussed at the previous meeting. If a member should wish to raise an item from the previous minutes which has not been listed on the agenda under "matters arising" it would normally be expected that he/she should have given written notice to the Chair. If such written notice has not been received, the Chair shall have the authority to exercise his/her discretion in allowing discussion on such matters.

12. Rules of debate

All remarks will be directed through the Chair.

When speaking to an item, members will restrict their remarks strictly to the item.

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

The proposer of a motion or an amendment will have the right to reply immediately before such a motion or amendment is put to the vote and will be confined to answering previous speakers. No new matter may be introduced into the debate.

The Chair shall have power to accept or reject a motion that the question be put to a vote. The rules on voting are detailed later.

13. Voting

Every motion shall, if challenged, be determined by a show of hands. The Chair will be entitled to vote. In the case of equality of votes, the Chair may use a second 'casting' vote.

Observers or invitees shall not be entitled to vote at any meeting of COPDEND. All deputies will acquire the voting rights of the members they represent on that occasion.

Members who wish to have their vote noted in the minutes may request this.

14. Confidentiality of documents

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

Documents issued for consideration at meetings of COPDEND (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 COPDEND policy will be published by the Secretariat. Documents relating to the performance of individuals or bodies will remain confidential to the parties involved unless COPDEND specifically directs otherwise.

Minutes of meetings once ratified will be shared with agreed Stakeholders.

15. Chair'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 Chair at his/her absolute discretion.

16. Chair's Action

In the event of an urgent or emergency situation arising, the Chair shall be empowered to take action on behalf of COPDEND, having taken reasonable steps to consult the Vice Chairs if time permits. The Chair shall be required to report on such action to COPDEND at its next meeting.

17. Amendments to standing orders

Notice of a proposed change to the standing orders shall be sent to all members not less than two weeks in advance of the meeting at which the change is to be proposed. Proposals for such changes shall require the signature of three members of COPDEND.

18. Information governance

COPDEND is an advisory body. Information governance procedures shall be applied in accordance with legislation and organisational protocols within the respective Statutory Education Boards for each nation.

May 2024

July 2024