

The Collaborative

Wellbeing Support for the Dental Team.

What is the 'Collaborative'?

The 'Collaborative' is a group of committed and influential volunteers that commenced working in 2020. (A list of members of the 'Collaborative', (January 2021) is found at **Appendix 1**)

The Aim and Purpose of the 'Collaborative'

The aim and purpose of the 'Collaborative is' to produce and maintain a resource of signposting sites and organisations providing well-being support for the dental team.

Governance Policy of the 'Collaborative'.

This Governance Policy is in place to ensure the work of the 'Collaborative' is conducted in a fair and transparent manner and the members are aware of their accountability for their actions.

This Governance Policy is approved and adopted by the affirmation of all current members of the collaboration as of 26th May 2021.

Changes to the Governance Policy will require the affirmation of a minimum of two-thirds of the membership of the collaboration.

1. The Collaborative

- 1.1. The Collaborative is a group of committed volunteers, influential in the dental profession.
- 1.2. The aim of the 'Collaborative' is to produce and maintain a resource of wellbeing support for the dental team.
- 1.3. Whilst working as, or representing, the 'Collaborative', members act as individuals and are not representative of any organisation or body.
- 1.4. It is the responsibility of all 'Collaborative' members to ensure there are sufficient members, with sufficient expertise, to achieve the aim of the 'Collaborative'.
- 1.5. The membership of the 'Collaborative' should reflect the principles of equality, diversity and inclusion.
- 1.6. The 'Collaborative' will have a maximum of 12 members in order to function efficiently.
- 1.7. If members of the 'Collaborative' agree, individuals whose expertise is deemed required to fulfil the aims of the 'Collaborative' may be co-opted as a member of the Collaborative for a limited period of time.

- 1.8. Neither the 'Collaborative', nor its individual members, will make any financial gain from the work.
- 1.9. Currently no funds are held by the 'Collaborative'. As of 26th May 2021, projects have been funded by BDA Benevolent Fund and Dental Health Support Trust with administrative support of the British Dental Association from Sept 20-Jan 21.

Should it be considered necessary for the Collaborative to hold funds, appropriate rules will be made and agreed by the membership to manage same funds.

2. Behaviour

- 2.1. The proceedings at meetings and the decision making will be conducted in a fair and transparent manner.
- 2.2. Whenever possible, there will be a written agenda produced in advance of all meetings.
- 2.3. It will be a 'Collaborative' collective responsibility that all members are given equal standing during meetings and all contributions are heard and responded to with respect and courtesy.
- 2.4. Where decisions at meetings cannot be agreed following discussion, a vote will be taken, and a decision made by simple majority; all 'Collaborative' members will subsequently respect and abide by such decisions made by the group.
- 2.5. Following meetings, notes of decisions, outcomes and duties of individuals agreed will be produced and circulated to all members of the 'Collaborative' as soon as practicable after the meeting.

3. Conflicts of Interest and Collaborative Members' Fiduciary Duties.

Definition of a Conflict of Interest:

A conflict of interest occurs when an individual has a vested interest, such as money, status, knowledge, relationships, or reputation which puts into question, or has the potential to put into question, whether the individual's actions, judgment, and/or decision making can be or is unbiased. In the context of the 'Collaborative,' a conflict of interest would occur if a member's actions or judgments could be regarded as unreliable because of a clash between their personal, or self-serving interests and their duties as a 'Collaborative' member.

- 3.1. All members of the 'Collaborative' have fiduciary duties and a duty of loyalty to the Collaborative and its purpose.
- 3.2. All members of the 'Collaborative' will declare any conflicts of Interest which actually or potentially may:
 - a. Risk the reputation and work of the 'Collaborative'.

- b. Impact upon independent decision-making processes by the 'Collaborative'.
 - c. Occur because it might reasonably be perceived that a member of the 'Collaborative' personally, or an organisation with which they are involved, might actually or potentially gain financially or in any other respect from 'Collaborative' decisions in which they are involved.
- 3.3. Conflicts of Interest will include directorship or significant involvement in or with organisations, particularly organisations from which they gain financially.
 - 3.4. Conflicts of interest will be declared in writing on the attached form, **(Appendix 2)** and/or, if appropriate, verbally at any time during a meeting or discussion.
 - 3.5. All conflicts of interest will be dealt with and managed reasonably and proportionately.
 - 3.6. In the context of the 'Collaborative', it is believed that most conflicts of interest will not require action other than members being open and transparent regarding their involvement in other organisations. On occasion, conflicts of interest might be regarded as appropriately addressed by a member self-excluding themselves, or being excluded, from a particular discussion or for a complete meeting.
 - 3.7. When conflicts require further management, this will be addressed by the other members of the 'Collaborative' investigating and subsequently agreeing an appropriate resolution. The purpose of this procedure will be solely to assure and maintain the work and reputation of the 'Collaborative'.
 - 3.8. A record will be maintained as to how any conflict has been managed. A member's withdrawal from a discussion or a whole meeting will be noted in the meeting outcomes and actions. When a conflict of interest requires further management, brief notes will be made and retained of the investigation, the outcome and the reasons for the outcome.

4. Management of Requests for Inclusion of Additional Organisations, Companies or Individuals in the 'Collaborative' Resource

- 4.1. The 'Collaborative' will meet at intervals, that it considers appropriate, to consider updating and/or amending the resource; it is currently believed that such updates will be considered at intervals normally no more frequently than between six months and a year.
- 4.2. The 'Collaborative' anticipate that from time to time individuals, organisations or companies will request that their details should be included in the resource, that their details in the resource should be changed, or that there is an error in the resource that requires to be amended. The 'Collaborative' will receive such requests only when made upon the attached form, **(Appendix 3)**.
- 4.3. Form Appendix 3 will be available on the website for people to download and submit when completed as an email attachment. The form will advise those submitting that requests will be considered by the 'Collaborative' but will only be considered when the resource is updated and this will normally be no more frequently than between six months and a year from the last publication. As the

email address is not monitored regularly acknowledgement of receipt will only be made automatically or when the email is read.

- 4.4. The 'Collaborative' will consider all requests for inclusion, but its decision on inclusion will be final; there will be no appeal mechanism; however, a new request can be submitted if the individual, organisation or company considers that appropriate. Those making requests for inclusion will be notified of the decision of the 'Collaborative'.
- 4.5. The decision of the 'Collaborative' on whether a request for inclusion will be granted will be based entirely on the aim and purpose of the Collaborative.

Approved by unanimous committee vote

Date: 26th May, 2021

Appendix 1: List of Members of the ‘Collaborative’ and their Roles

Full Members

Roz McMullan	Past President British Dental Association (BDA) Member of BDA Education, Ethics and Dental Team Working Committee (Wellbeing) Chair Probing Stress in Dentistry NI Co-opted member of DPA Working Party on developing mental Health Leads in the dental workplace (MHWDG)
Ros Keeton	Chairman BDA Benevolent Fund Chairman Compton Care Fellow University of Worcester
Sandra White	Past National Lead for Dental Public Health, Public Health England.
Shalini Nayee	NIHR Academic Clinical Fellow in Oral Medicine
Rory O’Connor	Clinical Adviser, Dentists’ Health Support Trust
John Cameron	Chairman, Dentists’ Health Support Trust
Laura Hannon	General Manager, BDA Benevolent Fund
Pepe Shirlaw	Educational Supervisor for Shalini Nayee Local Dental Network Chair for London Consultant in Oral Medicine Guy’s & St Thomas’s NHS Foundation Trust Senior Vice Dean for Faculty of Dental Surgery Royal College of Surgeons England Past President of British & Irish Society for Oral Medicine

Co-opted Members

Alison Magee,	Co-opted September 2020-January 2021 PA to the Office of the Chief Executive, British Dental Association
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Appendix 2: Form Declaring a Conflict of Interest or a Potential Conflict of Interest Other than a Declaration made in Appendix 1

Form Declaring a Conflict of Interest or a Potential Conflict of Interest Other than a Declaration made in Appendix 1		
Date:	Collaborative Member's Name:	
Details of the conflict of interest:		
How it might be perceived to affect the Collaborative or its reputation:		

Appendix 3: Form Requesting Inclusion of an Individual's, Organisation's, Company's Details in the 'Collaborative's' Well-Being Resource

Form Requesting Inclusion of an Individual's, Organisation's, Company's Details in the 'Collaborative's' Well-Being Resource or of Errors	
<p>Please be aware that although requests for inclusion in the Collaborative's Resource will be accepted at any time, requests will only be considered when the resource is updated which will normally be only at a frequency of between 6 and 12 months. Requests for inclusion or noting errors should give as much detail as possible.</p> <p>Requests for inclusion should include full details of the organisation, company, individual, making the application; its relevance to well-being of dental team members and whether services are provided on a voluntary basis or for a charge; (if chargeable services full details should be included in the application).</p> <p>Requests for inclusion should also include the reasons why the requestor believes that the request should be granted in accordance with the aims and purpose of the Collaborative which is to produce and maintain a resource, signposting sites and organisations providing well-being support for the dental team.</p>	
Date of application:	Applicant's name:
Applicant's Contact Details, email:	Telephone:
Address:	
Name of Organisation / Company:	
Contact details for resource inclusion:	
Full details of the applicant organisation and the service they provide:	
The Relevance of the Services to Members of the Dental Team	