

Guidance for Representing ADPH London on boards/groups



Last updated April 2022

Those representing ADPH London are asked to:

- Ensure attendance/representation at meetings of the group(s). If you're not able to attend:
 - Identify a delegate – either an agreed ADPH London Lead Rep deputy, another DPH, AD or CPH or from within your local team. If no one from the groups can cover, contact other Lead members from the group you're representing
 - Brief them in advance of the meeting(s), ensuring they update you after meeting attendance
- Provide input to ensure the work of any group(s) you attend, has the appropriate 'reach' across the London local authority public health system. Consider local government perspectives and priorities
- Work in partnership to maintain good communication – both with other group members and with ADPH London: office@adphlondon.org.uk
- Seek wider DsPH views and update DsPH regularly (Note: the ADPH London programme office will periodically contact you for updates to be shared with all DsPH)
- Be clear and succinct when providing views and input. Most importantly, as to whether you're speaking with an ADPH London 'hat', that of your local borough OR as a public health professional
- Cascade relevant information timely, via office@adphlondon.org.uk, who will then cascade as appropriate
- Advise ADPH London when you're no longer able to commit time to this activity, and handover any relevant information or documents to an ADPH London agreed successor

Representatives are not expected to:

- Be the only conduit for communication of the group represented, unless expressly agreed prior to appointment. If a matter requires local discussion or buy-in across local public health teams, it's not a reasonable expectation or use of your time
- Provide a 'formal' and/or 'official' communications link between the group they attend, London DsPH and/or other London local authorities, notwithstanding the 'cascade' ask detailed above
- Agree to any decisions on behalf of all boroughs, without having the relevant buy-in or mandate from the ADPH London Programme Board, Co-Chairs, Vice Chairs, Lead DPH, as applicable

The ADPH London office is responsible for tracking and managing any requests for input or representation at a London level. Please send these requests, together with meeting updates to office@adphlondon.org.uk.