



## *Association of Directors of Public Health*

### **Minutes of the Annual General Meeting held on Friday 28 April 2006 at New Connaught Rooms, 61-65 Great Queen Street, London**

- Present:** Tony Jewell (President), Norfolk, Suffolk & Cambridgeshire SHA  
Tim Crayford, Croydon PCT  
Nigel Monaghan, National Public Health Service Wales  
Stephen Bridgman, Newcastle under Lyme PCT  
Janet Atherton, South Sefton PCT  
Sohail Bhatti, Huddersfield Central & South Huddersfield PCT  
Dympna Edwards, North Liverpool PCT  
Dee Kyle, Bradford South & West PCT  
Kishor Padki, Thurrock PCT  
Hilary Pickles, Hillingdon PCT  
Mala Rao, Department of Health (for part of meeting)  
Michael Robinson, East Leeds PCT  
Matthew Thalanany, Billericay, Brentwood & Wickford PCT  
Catherine Woodward, Telford & Wrekin PCT  
Andrew Clark, Craven, Harrogate & Rural District PCT  
Chris Spencer-Jones, Birmingham South PCT  
Nicholas Nicks, Milton Keynes PCT
- In attendance:** Chloe Parkin, Head of Policy & Communications, FPH  
Lindsey Stewart, Policy & Communications Dept, FPH  
Nicola Close, Director, ALPHA

**1. WELCOME**

The President welcomed members to the meeting.

**2. MINUTES OF PREVIOUS AGM**

The minutes of the annual general meeting held on 2 March 2005 were received and agreed as a correct record.

All actions were successfully undertaken, and it was noted in particular the successful bid to the Department of Health for funding – c.£140k. Tony Jewell (TJ) thanked the Department of Health (DH) for their contribution.

**3. MATTERS ARISING**

The new ADsPH constitution was raised. Tim Crayford (TC) led the discussion and began by thanking Stephen Bridgman (SB) for his input. TC advised that the new constitution had tried to reflect the changes to ADsPH and its membership. One area, which needed ratifying, was the issue of membership fees.

Whilst the DH funding contributed to two conferences and the ADsPH's working on the smokefree campaign, it was not secure funding and therefore another way had to be found to ensure the future work of ADsPH. ADsPH had also assured the DH, as part of its bid, that it would push for membership fees.

All directors of public health (DPHs) would still automatically qualify for membership once appointed and could still choose to opt out if they wished.

**Members agreed the proposals in the constitution, subject to the following amendments:**

**p.4, para A Ordinary membership – replace 'and' with a comma, to read: "...holding a relevant appointment in the United Kingdom, being a member or fellow of the Faculty of Public Health [FPH]...".** (Membership of FPH is not a necessity for membership of ADsPH, though professional registration is).

**It should also be made explicit that membership covers areas such as Isle of Man, Channel Islands etc. The constitution should adopt the form of words used by the Faculty to ensure these areas are included within the membership.**

**A new section (after 2.4) to cover legal jurisdiction to be included in the constitution.**

**p.11, section 4.1, point e): this should be reworded as follows: "At general meetings, 10 Members of the Association shall form a quorum of which at least three will be Voting Elected Members of the Executive Committee."** (This is to ensure future meetings are quorate and which takes account of fluctuations in attendance at AGMs.)

**Action: Hannah Pugh, ADsPH Administrator to amend constitution which will be signed-off by the Executive and circulated to all ADsPH members.**

#### **4. PRESIDENT'S REPORT**

Tony Jewell (TJ) presented his report, which set out the activities of the ADsPH over the last 12 months. A copy of the President's report is appended to these minutes.

The President highlighted a number of areas within his report including:

- the success of ADsPH's targeted lobbying campaign on smokefree public places. He emphasised the need to continue this good work and to push on public health issues. Members congratulated TC who spearheaded the campaign for ADsPH.
- the need for continuing work on clarifying the responsibilities and accountabilities of the Health Protection Agency and DPHs.

TJ took the opportunity to thank the Faculty for its continued administrative support, in particular Chloe Parkin, Hannah Pugh and Helen Keavy for her work on developing the ADsPH website, which is hosted by the Faculty.

Members discussed in brief the new website and it was suggested that the ADsPH trifold leaflet could be uploaded.

**Action: Helen Keavy to upload ADsPH trifold leaflet to website.**

TJ also thanked Mala Rao, Fiona Adshead and the Department of Health for their continuing support of ADsPH's work.

This partnership working reinforced ADsPH's wish to continue to work with organisations such as the Faculty, and to form good, productive relationships and develop further joint working.

Members briefly discussed the poll of *Choosing Health* allocations mentioned in the President's report. TC advised that the findings of the poll had been used to lobby parliament and were published in the *Health Service Journal*.

It was agreed that there was a need for further clarification on *Choosing Health* allocations in light of recent developments within the NHS.

## 5. **TREASURER'S REPORT**

Tim Crayford (TC) presented his report for the accounts from April 2005 to March 2006. A copy of the Treasurer's report is appended to these minutes. TC highlighted the healthier financial position of ADsPH – and thanked Mala Rao and the Department of Health for their funding. This money was used to fund a number of successful ADsPH projects, including the lobbying campaign as previously discussed, the DPH annual report competition and two conferences. The Executive will be looking at developing a programme of work to further support DPHs through these difficult times. TJ reiterated the need for sustainable funding to ensure this work is carried out and to ensure ADsPH is in a strong position to advocate on behalf of and for DPHs.

Members again took the opportunity to highlight the need for synergistic working with other organisations, particularly those which are not within the immediate realm of public health but which are key partners to delivery, such as the Local Government Association, the Association of Directors of Social Services etc. It was seen as crucial to build good relationships with key people in these organisations.

The need to ensure that the ADsPH funding is held in an ethically sound bank and invested ethically was felt to be important by members. Currently, ADsPH funds are held by Croydon PCT on their behalf – which members approved. However, TC agreed that it was important to ensure that ADsPH had an ethical investment policy in place. The Faculty has such a policy in place and will share this with ADsPH.

**Action: FPH to share ethical investment policy with ADsPH.**

**The accounts were approved and accepted.**

## 6. **ADsPH SUBSCRIPTION**

This was covered by the earlier discussion on the constitution under *Matters Arising*.

## 7. **ELECTION OF OFFICERS & COMMITTEE MEMBERS ON EXECUTIVE COMMITTEE**

The following positions were elected:

**President** – Tim Crayford until AGM 2009  
**Vice President** – Nigel Monaghan until AGM 2009  
**Secretary** – Stephen Bridgman until AGM 2009  
**Treasurer** – Nick Hicks until AGM 2009  
**Membership Secretary** – Mike Robinson until AGM 2009

Executive members:

- Hilary Pickles
- Chris Spencer-Jones
- Matthew Thalanany
- Kishor Padki

**Action: TC to write to the new appointees on the committee.**

**Action: HP to circulate dates of the Exec team telephone conferences to the new appointees on the committee.**

**8. HEALTH PROTECTION AGENCY AND ADsPH**

A report from Jan Hutchinson was circulated at ADsPH AGM. A copy is appended to this report. Members thanked Jan for her continued work as ADsPH representative, which was felt to be of particular importance. Robert Wilson has stepped down as ADsPH representative and members agreed that another representative should be appointed to support Jan and to represent ADsPH.

Matthew Thalanany volunteered. This was approved by members – particularly in light of his new role on the ADsPH Executive.

**Action: HP to advise Jan Hutchinson of new representative.**

**9. ADsPH ANNUAL CONFERENCE 2007**

There was a short discussion surrounding the topic of the 2007 conference. It was proposed that the AGM should be held at the same time. Members agreed that the new ADsPH website would be a useful way of asking members for their ideas/suggestions on topics for future conferences.

TJ took the opportunity to thank Nicola Close and ALPHA for their support in organising the ADsPH conferences.

One member did suggest the issue of Commercial Providers of Healthcare as a topic for consideration.

**Action: Executive Committee to take this forward.**

**10. FUTURE ACTIVITIES**

It was seen as important to continue to build on the year's successes and in particular develop the joint working with other organisations.

Tim Crayford took the opportunity to thank Tony Jewell for his leadership throughout his years as ADsPH President. His facilitation of the Executive and his stewardship have seen ADsPH grow under TJ's presidency and has left it in a strong position. Members congratulated him on his new appointment as Chief Medical Officer for Wales, and wished him success in his future role.