



*Association of Directors of Public Health (UK)*

## **Annual General Meeting**

**Tuesday 20<sup>th</sup> May 2008**

**3.45 p.m.**

**William Sangster Room, Central Hall, Westminster, Storey's Gate, London SW1H 9NH**

### **Minutes**

#### **Present:**

Tim Crayford	ADPH President	DPH, Croydon PCT
Nigel Monaghan	ADPH Vice-President	NPHS Wales
Ian Cameron	ADPH Executive Member	DPH, Leeds PCT
Janet Atherton	ADPH Treasurer	DPH, Sefton PCT & Council
Jeremy Wight	ADPH Member	DPH, Sheffield PCT & County Council
Danny Ruta	ADPH Executive Member	DPH, Newcastle PCT
Frank Atherton	ADPH Executive Member	DPH, North Lancs. PCT
Judith Hooper	ADPH Executive Member	DPH, Kirklees PCT & Council
Margaret Guy	ADPH Executive Member (FPH Observer)	DPH, Westminster PCT
Diana Grice	ADPH Executive Member	DPH, East Sussex PCTs
Also present:		
Nicola Close	ADPH Chief Executive	
Julia Ellis	ADPH Project Manager	
Lucy Manning	ADPH Project Manager/ Administrator	

Apologies for absence were received from: Andrew Clark, John Middleton, Wendy Richardson, Sam Ramaiah, Rosemary Geller, David Black, Stephen Monaghan, Alison McCallum, Chris Packham, Isabel Gillis, Paul Edmondson-Jones.

The meeting was confirmed as quorate.

#### **1. Welcome**

The President, Tim Crayford, welcomed members to the 2008 Annual General Meeting.

#### **2. Minutes of Annual General Meeting 2007**

The minutes of the Annual General Meeting held 15<sup>th</sup> May 2007 were approved.

#### **3. Matters arising from minutes**

There were no matters arising from the minutes.

#### 4. **President's Annual Report**

The President presented the 2007/08 Annual Report. It had been a year of solid progress for the Association. The biggest strides having been in improved governance and sustainability. Firstly, the ADPH had established a small executive office hosted by Cambridgeshire PCT, led by Chief Executive Nicola Close. This function had greatly improved the Association's capacity to provide membership services.

Secondly, the Association had started to become self-sustaining, with a call for subscriptions being sent out in February, as mandated by the AGM last year. Third, the Association had introduced stronger democracy, through a systematic approach to regional and national representation.

In policy, we had developed significant alliances with other public health and transport bodies through our Active Transport policy call released in April 2008. We have also worked jointly with the Faculty to produce our position statement on alcohol.

Finally, the Association had worked with Sir Muir Gray to develop the public health commissioning network. Introducing a network of leads on particular conditions, we will increase the efficiency and timeliness with which we are able to analyse clinical evidence.

In summary, the Association had put in place the right infrastructure to increase its support and development of DsPH and to work effectively with key partners in government and the non-statutory sectors.

Nigel Monaghan commended the significant amount of work that had been achieved by the ADPH over the past year.

The Annual Report was received and noted.

#### 5. **Treasurer's Report**

The Treasurer, Janet Atherton, presented the Treasurer's Report for 2007/08.

##### Income

The Department of Health had awarded the Association funding of £220,000 to ensure business continuity during the year. The funding was awarded with the clear expectation that additional funding from other sources should be brought in to make the organisation financially independent in future years.

The Executive had considered different models of raising funding through subscriptions and had decided to pursue an organisational subscription model, similar to that of many equivalent organisations such as ACPO and ADASS. Subscription invoices were sent out to English PCTs in late 2007/08. The sum generated by this process was not finalised as yet but it appeared that approximately 1/3 of PCTs had chosen to subscribe during 2007/08, giving an income of around £65,000. Some of the PCTs who were unable to pay during 2007/08 had indicated that they wished to subscribe in 2008/09. Further discussion was needed regarding the means of generating subscription income from the other UK countries.

For 2008/09, we had made a further funding proposal to the Department of Health for business continuity and project funding to support us in the transition to being a financially independent organisation. The outcome of this proposal was awaited.

Invoices for subscription income would be issued much earlier in the 2008/09 financial year to enable more organisations to be able to pay. An early agreement on how funding should be secured from Scotland, Wales and Northern Ireland is needed to ensure equity for all our members. The subscription model could generate £220,000 if all organisations contributed, and in order to ensure the future financial stability of the organisation year on year growth in the number of organisations contributing was required.

##### Expenditure

The President had outlined the work to improve democracy and involvement of all members in the organisation and to strengthen policy and advocacy work in his Annual Report.

£42,000 was spent on Directors of Public Health Development, principally to support Directors of Public Health who had been displaced due to organisational change. The scale of the work programme for 2008/09 would be dependent on the amount of funding that can be generated.

There was discussion of some local responses to the call for a subscription. It was confirmed that the subscription was appropriately a corporate one, as the ADPH's focus was on supporting the role of DPH, and membership benefited and supported Directors of Public in their corporate roles. The subscription was not a professional fee. It was hoped that Executive members could continue to clarify these issues with members locally. It was also noted that some concerns had been raised by Regional DsPH and that further discussions would be held to clarify the position with RDsPH.

The Treasurer thanked Chief Executive, Nicola Close and her team for managing the budgets effectively in year, and Croydon PCT and Cambridgeshire PCT for their support in hosting the organisation during 2007/08.

The Treasurer's Report and accounts for 2007/08 were accepted.

## **6. Executive Committee Membership**

### **Current Executive Committee**

The current Executive Committee membership was received and noted.

### **Election of Vice-President**

Nigel Monaghan confirmed that, due to a change in role, it would be necessary for him to stand down as ADPH Vice-President. Tim Crayford thanked Nigel for his significant contribution to the Association and for all his work in his role as Vice-President.

Nominations for the post of Vice-President had been sought from amongst the membership, and one nomination had been received from Frank Atherton (DPH, North Lancashire PCT), supported by members Janet Atherton and Ian Cameron.

Frank Atherton was unanimously elected as Vice-President, for the period 2008-2011.

### **Election of Honorary Secretary**

The role of Honorary Secretary had been vacant for some time, and in January 2008 the Executive had co-opted Paul Edmondson-Jones to this role until the AGM.

Nominations for the post of Honorary Secretary had been sought from amongst the membership, and one nomination had been received from Paul Edmondson-Jones (DPH, Portsmouth City Teaching PCT & Portsmouth City Council), supported by members Jean Bradlow and Andrew Mortimore.

Paul Edmondson-Jones was unanimously elected as Honorary Secretary, for the period 2008-2011.

### **Membership Secretary**

Immediately prior to the AGM, the current Membership Secretary (Mike Robinson) had indicated that he wished to stand down from this role. Nominations were sought from members at the AGM, and one nomination was received from Judith Hooper (DPH, Kirklees PCT & Council), supported by members Margaret Guy and Janet Atherton.

Judith Hooper was unanimously elected as Membership Secretary, for the period 2008-2011. She confirmed that she would aim to support and improve communications with members, and to raise their awareness of the work of the ADPH.

### **Executive Member Vacancies**

It was noted that there remained vacant Policy Member posts in Wales, Northern Ireland and North East Region. It was also noted that there would be additional vacancies for Executive Committee Member places in the North West, South Central and Yorkshire &

the Humber following the above elections to Honorary Officer positions. All these vacancies would be taken back to the relevant regions and countries to seek nominees.

#### **7. ADPH Business Plan 2007-2010**

The 2007-10 Business Plan was received and considered. This had previously been circulated to members and disseminated locally.

The Business Plan was ratified.

The Chief Executive confirmed that the work described within the Plan was continuing, and that the Business Plan would now be shared more widely with stakeholders.

It would also be used as the basis for communicating with members on the work of the ADPH, and the Chief Executive would work with new Membership Secretary Judith Hooper on producing a summary version of the Business Plan for this purpose.

#### **8. Revised Constitution**

The constitution had been revised and updated during 2007/08 and had been circulated to members in advance of the AGM. An addendum concerning section 3.4 (Election to Office) was also presented to the AGM.

It was agreed that paragraph 2.2 should be revised to clarify that membership of the Association was not contingent upon receipt of the corporate subscription. The revised wording would be brought back to the next AGM for approval.

The Chief Executive confirmed that constitutional advice would be sought on the issue of membership and opting-out, and that this would be taken back to the Executive for further consideration.

The revised Constitution, including the addendum (Election to Office) was approved and adopted.

The schedule of subscription fees for 2008/09 (Schedule 2 to the Constitution) was agreed as remaining at the 2007/8 level.

#### **9. Any Other Business**

Jeremy Wight sought clarification of the purpose and role of the ADPH in both the context of other national public health bodies, and the risk of fragmentation within public health rather than a one-voice approach.

The President highlighted the unique role of the ADPH in supporting the role of Director of Public Health. As an independent organisation the ADPH had a significant part to play in advocacy, lobbying, influence and policy development in support of DsPH and public health. Where possible and appropriate, the ADPH worked in partnership with other public health organisations, but it was important to maintain an independent Association in support of the role and development of Directors of Public Health. It was agreed that this was a valuable debate, and should be returned to regularly at AGMs.

It was noted that the new Constitution allowed for the designation of Honorary Membership, for individuals whose work or service has been of great value to the Association or who are deemed worthy of membership. It was confirmed that the Executive would be asked to clarify the role, purpose and benefits of Honorary Membership, and to consider individuals who could be offered such membership.

#### **10. Close of AGM**

The President thanked members for their participation and closed the meeting at 4.50 p.m.