



Association of Directors of Public Health (UK)

Annual General Meeting

Friday 13th May 2011
1.30 p.m.

Victory Services Club, 63 -79 Seymour Street, London, W2 2HF

Minutes

Present:

Frank Atherton	ADPH President	DPH, North Lancashire
Aliko Ahmed	ADPH Member	DPH, North & South Staffordshire
Ike Anya	Observer	Consultant in PHM, Hammersmith & Fulham
Shona Arora	ADPH Member	DPH, Gloucestershire
Janet Atherton	ADPH Executive Member	Acting Chief Executive, Sefton
Helen Atkinson	ADPH Member	Associate DPH, Surrey
Alison Tabotsmith	Observer	Consultant PH, Hereford on behalf of Sarah Aitken
Ian Basnett	ADPH Member	DPH, Tower Hamlets
Mary Black	ADPH Associate Member	Assistant DPH, Health & Social wellbeing Improvement. PHA
Peter Bradley	ADPH Executive Member	DPH, Suffolk
Jackie Chin	ADPH Member	DPH, Ealing
Matthew Cole	ADPH Member	DPH, Barking & Dagenham
Sam Crowe	ADPH Associate Member	Deputy DPH, Bournemouth & Poole
Miriam Davidson	ADPH Executive Member	Locality DPH, County Durham & Darlington
Val Day	ADPH Member	Interim DPH, Sutton & Merton
Jeanelle De Gruchy	ADPH Member	Joint DPH, Haringey
Sue Drew	ADPH Member	DPH, Knowsley
Houda Al Sharifi	ADPH Member	DPH, Wandsworth
Julia Duke-Macrae	Observer	Consultant in PH Medicine, Medway
Paul Edmondson-Jones	ADPH Membership Secretary	DPH, Portsmouth City
Kay Eilbert	ADPH Member	Acting DPH, Waltham Forest
Rachel Flowers	ADPH Member	Joint DPH, Newham
Caroline Gamlin	ADPH Member	DPH, Somerset
Paula Grey	ADPH Member	Joint DPH LPCT /LCC, Liverpool
Diana Grice	ADPH Executive Member	DPH, East Sussex
Jenny Harries	ADPH Member	DPH, Norfolk
Allison Hill	Observer	Director, South East PHO
Zafar Iqbal	ADPH Member	Acting DPH, Stoke on Trent
Tony Jewell	ADPH Honorary Member	Chief Medical Officer, Wales
Bruce Laurence	ADPH Associate Member	Deputy DPH, Derbyshire County
Andy Liggins	ADPH Executive Member	DPH, Peterborough
Alistair Lipp	ADPH Member	DPH, Great Yarmouth & Waveney
Valerie Little	ADPH Member	DPH, Dudley
Anna Lynch	ADPH Member	DPH, County Durham & Darlington
Wendy Meredith	ADPH Associate Member	Deputy Regional DPH, DH & North West
John Middleton	ADPH Executive Member	DPH, Sandwell
Ruth Milton	ADPH Executive Member	Joint DPH, Hampshire
Ash Paul	Observer	On behalf of Muriel Scott, DPH, Bedfordshire
Meradin Peachey	ADPH Member	DPH, Kent
David Phillips	ADPH Member	DPH, Dorset
Sarah Price	ADPH Member	DPH, Islington & North Central London
Mike Roberts	Observer	Councillor, LGG – Rushmoor District Council
Mike Robinson	ADPH Treasurer	Joint Medical Director / DPH, Hounslow
Ruth Wallis	ADPH Member	DPH, Lambeth



Helen Walters	ADPH Associate Member	Consultant in PH, Inner North West London
Judith Wright	ADPH Member	DPH, West Sussex
Nicola Close	Staff	ADPH Chief Executive
Julia Ellis	Staff	ADPH Policy Manager
Patricia Leming	Staff	ADPH Manager / Administrator
Ros Suttle	Staff	Events Coordinator
Caroline Bosworth	Staff	Administrator

Apologies were received from: Chris Packham (Vice-President), Akeem Ali, Chris Potter, Judith Hooper.

The Meeting was confirmed as quorate

1. **Welcome**

The President, Frank Atherton, welcomed members to the 2011 Annual General Meeting

2. **Minutes of Annual General Meeting 2010**

The minutes of the Annual General Meeting held on 21st May 2010 were approved.

3. **Matters arising from minutes**

There were no matters arising from the minutes.

4. **President's Annual Report**

The President presented the 2010/11 Annual Review. It had been a fascinating and busy first year of the 2010-13 Business Plan. Policy work had continued on key public health topics identified by members as their priorities and significant advocacy and lobbying on the new coalition government's proposals for the NHS, social care and public health system in England. The President referred to the following highlights of the work programmes:

- **Mutual support and collective effort** – including the annual conference, membership workshops and executive policy workshops held in a variety of locations on a range of topics. Additionally two Honorary Members had been appointed and a new member e-forum and website launched.
- **DPH Development** – including development of master classes and completion of the DH commissioned project to define and promote the DPH role and offer.
- **Advocacy** – including lobbying and meetings with a wide range of stakeholders.
- **Policy** – including the DsPH top ten priorities for 2010 and a range of joint and collaborative work.
- **Infrastructure and governance** – regular Honorary Officer and Executive meetings had been held and a balanced budget with sufficient reserves had been achieved. A review of the subscription system had been completed and presented to this AGM.

The President thanked all ADPH members for their input and support. Also, thanks went to all the Honorary Officers, Executive Members, Chief Executive Nicola Close and her staff.

Peter Bradley thanked ADPH for providing a strong voice on behalf of Directors of Public Health.

The Annual Report was received and noted.

5. **Treasurer's Report**



The Treasurer, Mike Robinson, presented the Treasurer's Report and Accounts for 2010/11, which are appended to these minutes.

The Treasurer thanked Nicola Close, Chief Executive and her team for managing the budget effectively in year and Cambridgeshire PCT for their support in hosting the organisation.

The Treasurer's Report and accounts for 2010/11 were accepted.

6. ADPH Subscriptions

The AGM was asked to consider and agree a revised system for calculating subscriptions for 2011/12 and beyond.

It was confirmed that the majority of DsPH were members and that at present 76% of English PCTs subscribe, as does Wales, Northern Ireland, Jersey and one LA. Scottish DsPH wish to remain associates of the Association and do not pay a subscription.

To provide a sustainable income for ADPH over the short and medium term, members were asked to approve the proposal which would address both the changing organisational base and the income shortfall by changing the basis of the subscription levy from PCT weighted populations to LA populations. The subscription rates for Wales, Northern Ireland and the Islands would be aligned where necessary to ensure equity.

It was confirmed that some flexibility could be considered for this year if individual organisations faced difficulty in meeting their commitment in 2011/12.

The AGM agreed:

- *the revised system for calculating subscriptions for 2011/12 and beyond as recommended in the report;*
- *that the schedule of fees for 2011/12, as set out in Schedule 2 to the Constitution, be amended accordingly.*

7. Honorary Membership

The AGM was asked to approve a revised process and amendment to the constitution for the appointment of Honorary Members.

It was noted that Honorary Officers had proposed and the Executive approved two initial Honorary Membership appointments in 2011 as follows:

- Tony Jewell, CMO for Wales: granted Honorary membership for his valuable contribution to the Association and continuing support of the DPH role
- Paul Lincoln, Chief Executive, National Heart Forum: granted Honorary membership for his support of and benefit to the work and role of the Director of Public Health

The revised process would increase the term from 2 years to 5 years (with an option for renewal for a further 5 years) and the detailed criteria would be amended to avoid potential cross-over with any honorary status offered by other public health organisations.

The AGM approved the new system for Honorary ADPH Membership and the amendment of Article 2.1C of the Constitution.

8. Constitution

The AGM agreed to the revised wording of the Constitution to reflect the changes approved in item 7 as follows:

Article 2.1C of the Constitution: *The Executive Committee may, in accordance with the process defined at schedule 4 of the Constitution, offer Honorary Membership to*



individual(s) whose work or service has been of great value to the Association; or who are deemed to be worthy of membership of the Association through their support of and benefit to the work and role of the Director of Public Health. Honorary Membership may be granted for a term of five years. Such Honorary Members do not have voting rights and may not hold Elected Officer posts, and will not normally be subject to a subscription charge. Following the completion of an initial term of five years, the Executive Committee may renew Honorary Membership for one further five year term. The appointment of Honorary members will be reported to the AGM

9. Executive Committee Membership

Honorary Secretary

The AGM was asked to appoint the Honorary Secretary for the term of office 2011–2014. In accordance with the Constitution, all ordinary members were notified in advance of the AGM of the call for nominations for Honorary Secretary. At the closing date for receipt of nominations (noon on 4th May) one nomination was received as follows:

Nominee: Paul Edmondson-Jones, DPH NHS Portsmouth/Portsmouth City Council.

The AGM confirmed the re-appointment of Paul Edmondson-Jones as ADPH Honorary Secretary for the term 2011-2014.

Membership Secretary

The AGM was asked to appoint the Membership Secretary for the term of office 2011–2014. In accordance with the Constitution, all ordinary members were notified in advance of the AGM of the call for nominations for Membership Secretary. At the closing date for receipt of nominations (noon on 4th May) one nomination was received as follows:

Nominee: Judith Hooper, DPH NHS Kirklees

The AGM confirmed the re-appointment of Judith Hooper as ADPH Honorary Membership Secretary for the term 2011-2014.

Executive membership

The AGM received and noted a report summarising Executive Committee appointments in 2011.

The AGM welcomed new Executive Members appointed in 2010/11:

- Abdul Razzaq, Constituency Representative, North West
- Debra Laphorne, Constituency Representative, South West
- Janet Atherton, Appointed Executive member (non-voting)
- John Middleton, FPH Observer

The AGM noted the current vacant Constituency Representative posts in: Wales, North East, Yorkshire & Humber, East Midlands, South East, South Central and South West.

The AGM confirmed the annual appointment of the FPH Observer, John Middleton.

10. Any Other Business

There was no other business.

11. Close of AGM

The President thanked members for their participation and closed the meeting at 2:10pm.