

Scottish Directors of Public Health Group

CONSTITUTION

SCOTTISH DIRECTORS OF PUBLIC HEALTH

1. The group shall be known as the Scottish Directors of Public Health.
2. **Objectives**
 - To provide leadership and advocacy to address public health concerns and in support of the public health system in Scotland.
 - To plan, initiate and co-ordinate matters relating to specialist public health in Scotland by working collaboratively with Public Health Scotland (PHS), The Public Health Systems Leadership Group (PHSLG) and other stakeholders to address the public health concerns of people in Scotland.
 - To act as a coherent professional team and knowledge network and a means of disseminating relevant information.
 - To facilitate collaborative working across Scotland via the Scottish Public Health Network (ScotPHN) within PHS who will provide support focussed on agreed priority areas.
 - To provide close liaison with the Scottish Government Population Health Directorate and agreed common areas of interest with CMO.
 - To liaise with the Faculty of Public Health in Scotland, relevant public health bodies nationally/internationally.
 - Provide professional advisory support to BCE's and SOLACE
 - To influence public health priorities.
 - To provide a source of mutual support to individual DsPH and support development of SDsPH as a group and succession planning for the future.
 - To alert partners across health and care systems to emerging threats or issues.
 - Strengthen links with ADPH.

3. **Membership**

The group shall consist of Scottish Directors of Public Health, or acting Directors of Public Health. Appointed deputies may attend.

In all business matters the members present shall each have one vote, the Chair having a casting vote.

The group will, through the Chair, invite other people to attend as appropriate on an ad-hoc basis.

4. Office Bearers

The group shall have three Office Bearers: the Chair and two Vice-Chairs.

The Office Bearers shall usually hold office for a period of three years. No office bearer shall hold office for more than six years consecutively.

All members of the group shall be eligible to be Office Bearers.

5. Election of Office Bearers

- 1) Office Bearers shall be elected by simple majority in a secret ballot of the members of the group.
- 2) Candidates must be proposed by a member of the group and must have indicated their willingness to accept the Office if elected.
- 3) The usual period of office is from 1st of April until the 31st of March three years thereafter.
- 4) In the event of illness or other situations where the Chair cannot fulfil their role, a Vice Chair will assume responsibilities. If the Chair is off for over 12 weeks, a Vice Chair will assume the formal terms of office of the Chair by agreement or ballot. The Vice Chair elected on an interim basis to cover a vacancy, shall /serve the remaining period of the Office that remained to be served by the predecessor.
- 5) In the absence of any valid candidates for the Offices of the group, the existing Office Bearers may, subject to their willingness to continue in the Office, be appointed to serve a further year after which time an election must take place.

6. Meetings

- i. Meetings of the group shall be held a minimum of 6 times per year, one of which must be an 'away day'.
- ii. Meetings will be chaired by one of the office bearers.
- iii. A special meeting may be called by the Chair on receiving a written request signed by at least three members of the group; such meetings to be held as soon as possible but not later than one calendar month after receipt of the request.
- iv. Remote access will be made available at all business meetings.

7. Quorum

The quorum shall be 9 at any meeting of the group.

8. Sub-Committees

Such sub-committees as may be required will be established. Members shall be elected from within the group, and where appropriate include others from out with the group.

9. Changes to the Constitution

- (i) Proposed constitutional changes shall be circulated to members at least one month in advance of the meeting.
- (ii) Constitutional changes shall only be made based on at least two thirds of all members voting in favour of the changes.