



116th ANNUAL GENERAL MEETING
Marriott Hotel, Queen Square, Liverpool

**ASSOCIATION OF PORT HEALTH
AUTHORITIES**

8th September 2015

AGENDA

09:30 - 10:00 Coffee will be available

- 15/01 List of Attendees
- 15/02 Apologies for absence
- 15/03 Chairman's Welcome
- 15/04 Minutes of the 2014 AGM, CIEH, London
- 15/05 Matters Arising
- 15/06 Report of the Overview & Scrutiny Committee – Bill Arnold, Secretary
- 15/07 Technical Committee Reports.
Environmental Health & Hygiene & Airports Committee, *Lynnette Crossley*
Imported Food & Feed, *Sandra Westacott*
Operational Board, *Lynnette Crossley*
- 15/08 Presentation: 'Evolution Adapting to Change', Andrea Smith – Manchester PHA
Mark Longstaff, Webmaster
- 15/09 Business Plan for 2015-2016 – Drew McClenaghan, Overview & Scrutiny
Committee
- 15/10 Proposed changes to the Articles of Association & Operating Arrangements, Bill
Arnold, Overview & Scrutiny Committee
- 15/11 APHA Accounts 2014-2015
- 15 12 Company Secretary Report
- 15/13 Close of Meeting

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 03
Person Responsible:	Pat McCarthy – Associate member
Title:	The Chairman’s Address
Reference Documents:	15 03

Summary:

The APHA Chairman Councillor Pat McCarthy would like to welcome you all to the APHA Conference 2015. “Evolution – Adaption to Change”.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	P McC

CHAIRMANS REPORT TO THE ANNUAL GENERAL MEETING 2015

This report will form an introduction to the Annual General Meeting of the Association of Port Health Authorities (APHA). It is important as always that as many Corporate Members of APHA attend the AGM to be held at the Marriott Hotel, Liverpool on the 8 September 2015.

The AGM of APHA is an ideal opportunity to review the activities of the Association during 2014-2015. There have been quite a few changes brought into the business activities of APHA during the last twelve months. At a personal level I was appointed Chairman of APHA at the AGM in London in September 2014. It stated on my appointment that I wanted to introduce more governance, accountability and transparency to APHA.

This process began at the first meeting of the APHA Executive in Manchester in October 2014, when it became apparent with the continued absence of the Company Secretary, that alternative administration arrangements had to be introduced to APHA. The Chairman of Manchester PHA, offered to supply the administration for APHA as well as providing a new website for the organisation which has proved invaluable and made the Association more visible and approachable during 2015.

Looking at the agenda for the AGM, there will be the opportunity to observe the work of the technical committees the Overview and Scrutiny Committee, the Operational Board and examine the accounts of APHA for the period 2014-2015. Following on from the appointment of Manchester to undertake the administration it was considered desirable from the spring meeting of the APHA Executive to harmonise the accounts of APHA alongside the rest of the administration by our new accountants the City of Salford and they will hopefully be present at the AGM to expand on the accounts placed before you with these papers today.

Gratifying to know many people are taking part in the AGM. Truly an indication that an increasing number of people are available and willing to undertake this work.

Looking at the future, there will be a presentation by two members of the APHA administration an 'Evolution – the way forward for APHA'. In addition, for the first time in a number of years will be the presentation of an Annual Business Plan for APHA for 2015-2016. This will be followed by amendments to the Operating Arrangements and Articles of Association presented by the Overview & Scrutiny Committee to help facilitate the Business Plan.

The final item on the agenda will be the acting Company Secretary Report, which will incorporate the Directors Report, which will be forwarded after the AGM to Companies House. If you have any questions for the AGM and cannot be with us on the day, please email – apha@porthealthassociation.co.uk and we will provide answers for you as always in the interests of transparency.

Yours

Pat McCarthy

Chairman of the Association of Port Health Authorities, 1 September 2015

**Minutes of the 115th Annual General Meeting of the
Association of Port Health Authorities
Tuesday, 9 September 2014**

Chadwick Court, 15 Hatfields, London. SE1 8DJ

14/01	List of Attendees	Person Responsible
	<p>List of Attendees: Bill Arnold, Swansea Bay PHA (BA) Adam Boggis, Great Yarmouth BC Ivan Bratty, Defra Isle of Man Cllr Eric Burgoyne, Manchester PHA Val Cameron, States of Guernsey Damian Connolly, Belfast City Council Gary Cooper, APHA Lynnette Crossley, Manchester PHA Laurence Dettman, Hull & Goole PHA (LD) Cllr Linda Dirir, Manchester PHA Gary Gould, RAF Environmental Health Trevor Greener, North Tyneside Council Stephen Hunt, Neath Port Talbot CBC (SH) Graham Jukes, CIEH (GJ) Nicholas John Kelly, Cornwall Council Cllr Patrick McCarthy, Belfast City Council Andrew McClenaghan, Belfast City Council (AM) Cllr Keith Morley, Manchester PHA (KM) Christopher Rankin, Liverpool City Council John Robinson, Manchester PHA Michael Roche, Sefton Council Andrea Smith, Manchester PHA (AS) Geoffrey Smith, Uttlesford DC Andrea Smith, Manchester PHA Cllr John Warman, Swansea Bay PHA (JW) Sandra Westacott, Southampton PHA (SW) Cllr Jeremy Wolfson, Mersey PHA</p> <p>Minutes taken by: Gary Gould</p>	
14/02	Apologies for Absence	Person Responsible
	No apologies received	
14/03	Chairman's Welcome	Person Responsible
	Cllr Patrick McCarthy opened the meeting at 10.30 and introduced himself as the new Chair of the APHA Executive Board.	
14/04	Minutes of Previous 114th Annual General Meeting Headlands Hotel, Newquay.	Person Responsible
	Approved. Proposed AM, seconded BA. Agreed with one amendment that Sandra Westacott was not a Councillor, (item 13/06) None.	
14/05	Matters Arising	Person Responsible
	None	

14/06 Report of the Overview and Scrutiny Committee	Person Responsible
The Chair directed attendee's attention to the written report of the Overview and Scrutiny Committee contained within the AGM pack and asked if there were any questions. There were none. Thanks were given to Bill Arnold for the speed and accuracy of the Overview and Scrutiny Committee minutes.	
14/07 Technical Committee Reports	Person Responsible
The Chair directed attendee's attention to the reports of the following Technical Committees that were included in the AGM Pack and thanked the secretaries of the committees for compiling them and their work throughout the year. Environmental Health & Hygiene, <i>Lynnette Crossley</i> Imported Food & Feed, <i>Jo Hackworth</i> Airports Committee, <i>Geoff Smith</i>	
14/08 Future Arrangements	Person Responsible
<p>a. Technical Committee Structure & Meetings: <i>Lynnette Crossley</i></p> <p>Lynnette summarised identified the principle problems encountered by the Technical Committees was one of falling numbers that had resulted in the new format introduced in June 2014. It was contended that interest and attendance may have improved if a training element was introduced, however even with a training element bolted on, attendance at the June meetings was very low. Whilst it was appreciated that budget cuts and dwindling membership played a part, there were other aspects that could and needed to be improved upon. The provision of video conferencing and the distribution of papers in advance. Communication was key be it between the committees and the board or to the wider world. She was concerned that Public Health England (PHE) sent out guidance on the Ebola outbreak affecting parts of Africa without any consultation or mention of APHA or Port Health. Training should be relevant and targeted.</p> <p>AS asked if the current structure of the Technical Committees could work and what could be done to improve attendance. LC replied that a broad range strategy needed to be adopted but key was to convince elected members that APHA as an organisation was both relevant and indispensable. We're training sessions open to everyone because they should be advertised to the whole membership?</p> <p>SH thanked LC and stressed the importance of elected members in getting the message across. APHA needs to be protected and stronger. LC replied that elected members needed to know what APHA was about.</p> <p>JW said that the cuts to local authority expenditure saddened him and was concerned about the loss of public spending impacting on officers training. It highlighted the need for national recognition.</p> <p>AM stated that the Technical Committees were the lifeblood of the organisation and critical to the work undertaken. They should be attended by the leaders of the field not those that lack experience or need training. He suggested that training should be separated from the meetings. They should also be organised so that one representative from a PHA could attend all and not, as present, either Airports and EH and H or BiP and Imported Food.</p> <p>AS suggested video conferencing. GG stated that video conferencing was available at CIEH.</p> <p>LD agreed that training should be separate from the Technical Committee meetings but also suggested that the concept "committee" was misleading considering the work undertaken and APHA should move away from it.</p> <p>GJ confirmed that video conferencing was available at the CIEH but that the expertise within the rank and file needs to be captured and brought to the fore, for national threats etc. Information needs to be got out and the CIEH will be able to help broadcast that message once it has been compiled and the CIEH will be able to support APHA in that.</p>	

The visit to the House of Commons scheduled for that afternoon was a good opportunity to get the message out but he agreed that APHA need to sort out its communication.

SH stated that finance is as important and that APHA needed to generate other resources in order to retain expertise.

BA mentioned his suggestion to the Board that APHA funds the travel of a member of each of the PLaN groups to attend the Technical committee meetings on the condition that they not only represent their PLaN but also report back.

GC confirmed that a member from each of the PLaNs had been funded to attend 2 days of conference.

AM Stressed that when scheduled, meetings are to take place on that date and not cancelled or postponed. The Chair confirmed that, that lesson had been identified and learnt.

b. Creation of a Technical Board: Val Cameron

Val described how the concept of a Technical board arose from work undertaken by *The Futures Group*. The idea being for front line operational staff being actively involved in the decision making at APHA. This would provide an effective link between the Technical Committees and the Executive Board. It would build capacity and help shape the future of the organisation. They would be required to make technical decisions on any subject, advise the board and politicians. This may eventually result in the phasing out of the Technical Committees.

SH supported the idea.

VC went further by saying that business would need to be done by video conferencing and electronically to speed things up and less reliance on physical meetings. She then asked the AGM to support the idea so that it may be developed. This should be open and information shared.

AS highlighted the difficulty in securing the assistance of members to take on tasks and deliver. A Technical Board may facilitate this.

VC formally proposed the creation of an "Operational Board" (note the change of name from Technical to Operational).

Seconded by **SH**

Carried

c. Role of PLaN Groups; Bill Arnold

Bill provided an AGM with an explanation on the role and function of a PLaN group and how it operates in Wales. AS previously mentioned, APHA is to fund one representative from each PLaN to attend the Technical Committee meetings and report back. It was stressed that the new website is required to improve communication both up and down the organisation.

14/09 Proposed Changes to the Articles of the Association and Operating Arrangements: John Robinson

Person Responsible

John summarised the changes to the articles and the reason behind them i.e. in order to align them with the Operating Arrangements. He then read the executive summary to highlight the changes and confirmed that each member had been sent an e-copy of the amended documents. He also thanked the support of Bill Arnold and the O & S committee for their assistance in this work before formally proposing that the AGM agree to the changes.

Seconded **KM**

Carried

BA Then asked for volunteers to take up the vacant positions on the O&S Committee.

Secretary's note: 2 volunteers later came forward Cllr Steve Hunt and Dee Wilson (Grimsby) subject to confirmation of the latter's membership status.

14/10 Secretary's Report: Gary Cooper

Person Responsible

a. Proposed administration support to APHA by CIEH

Gary described the administration support that had been provided by the CIEH since the last AGM. The company's address had been changed to that of Chadwick Court, a desk, telephone and computer had been provided for APHA use, together with assistance in administration and membership. In addition Gary Gould had been working for the Association for 2 days a week; 1 day at from Chadwick Court and 1 day at home (1 day a week) for the past 3 weeks. This had proven to be extremely effective. The price for the services provided by are being negotiated and will be brought before the next Executive Board meeting in February 2015.

(Secretary's note: this was an accidental slip, the next Executive Board meeting is actually in October 2014 where the costs will be discussed).

KM suggested that it was critical to continue to employ someone working for the Association.

The Chair advised the AGM that one of purposes of the scheduled visit to the Houses of Parliament was in fact to lobby Parliament for funding.

GJ commented that the Organisation could not survive on volunteer effort alone because it was important to have someone "on the ground". He recognised the sterling work carried out by John (Robinson), Val (Cameron), and Gary (Cooper) but observed that they all had a "day job" so it was good to have a permanent point of contact. He was "excited" at the prospect of working closer with APHA and would like to be kept informed about the workings of the Technical Working Group (committees/ Operational Board). He acknowledged that politicians do not understand what Port Health is and the need for a national focus; the Elliott Report identified the need for the FSA to liaise with Port Health. There is, therefore, a need for national funding. He mentioned the National Environmental Health Board meeting scheduled for the end of the month at which APHA will be represented, where they will be looking at "ring fencing" funding sources.

HB said that the problem is we are the poor relation and MPs don't understand what we do. A report is needed that describes the impact lack of funding is having on Environmental Health.

b. Financial Report

Gary Cooper drew attention to the financial report contained in the AGM pack and highlighted that APHA ran at a loss of approximately £200 last year but on a positive note 43 members had renewed comprising 36 Corporate, 1 International and the rest PlaN members. This resulted in a projected £40,500.00 income in membership fees.

SH asked whether it was envisaged the need to pull funding from other sources.

GC replied that it was essential if APHA were to do everything it would like to. He then recommended that APHA continue to employ someone 2 days a week.

c. Communications

Gary reported that work on the new website was ongoing but that the old one was still functioning. A design for the new website had been submitted and subsequently rejected 3 times as unacceptable in that it was not professional enough. The developer has since resigned from the company, who were now looking for a replacement. Gary said that he would be consulting with the Executive Board on whether to continue with the current company or appoint a new one to develop the website. He also confirmed that a key aspect will be the Forum that is to be mounted on the new website and encouraged its use by all. It will be monitored and its content used to generate a newsletter.

LD Commented on the importance communication and the website and that for people to look at it they need to know it is there; he questioned whether the web address was promulgated by e-mail to everybody who may be interested?

SW Queried whether there would be Quality Control on the Forum? Chair replied that there was; access will be restricted to members of the Association and others would need to apply. The contractor would run it and APHA would act on their advice.

d. Date and Location of Executive Board/O&S Meetings.

Gary reported that confirmation of the proposed dates was still awaited.

LD queried the problem with fixing meeting dates because they needed to be fixed well in advance. **GC** replied that there was a problem booking a room at the CIEH on certain dates and that an alternative venue was being investigated.

Secretary's note: Dates and locations confirmed as:

Executive Board:

15 Oct 14 Manchester Town Hall. Joint meeting with O&S
14 Jan 15 CIEH, Chadwick court, London
15 Apr 15 CIEH, Chadwick court, London
15 Jul 15 CIEH, Chadwick court, London
14 Oct 15 Manchester Town. Joint meeting with O&S

Overview and Scrutiny Committee

15 Oct 14 Manchester Town Hall. Joint meeting with Executive Board
28 Jan 15 CIEH, Chadwick court, London
29 Apr 15 CIEH, Chadwick court, London
29 Jul 15 CIEH, Chadwick court, London
14 Oct 15 Manchester Town. Joint meeting with Executive Board

14/11 Any Other Business

Person Responsible

There was none.

The Chair thanked everyone for their attendance and closed the meeting at 11.30

G COOPER
EXECUTIVE SECRETARY
ASSOCIATION OF PORT HEALTH AUTHORITIES

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 06
Person Responsible:	Bill Arnold, Secretary
Title:	Report of the Overview & Scrutiny
Reference Documents:	15 06 (01)

Summary:

Annual Report of the Overview & Scrutiny Committee, Bill Arnold.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	KM



Chairman's report to the AGM 8th September 2015
on the work of the
Overview & Scrutiny Committee during 2014.2015

Following each meeting of the Executive Board, the Overview & Scrutiny Committee has met on 4 occasions during the year - 11th November 2014, 28th January, 29th April, and 29th July 2015.

Over the past year, we have worked closely with the Executive Board to improve APHA procedures. At times we have criticised slow progress but recognise the overriding difficulties during the administrative & financial transition from Cornwall to Manchester. The Board have acted upon nearly all of our concerns and we will continue to ensure that the Board progresses outstanding issues and prioritises better communication with and between members.

Much progress has already been achieved by the Executive and O&S has assisted wherever possible including drafting the improvements to the 'Operating Arrangements' for adoption today. These changes will improve accountability and communications. We look forward to the input by the Operational Board.

O&S welcomes the new administrative processes and financial controls; the annual Business Plan; and the Communication & Conference protocols.

- Reserves are healthier going forwards enabling further improvements in staff and other resources, communications and projects.
- Web page problems have now been resolved. O&S hopes to see more use made of the 'Members' *Forums* with exchange of technical and other information.
- **It is of concern** that the introduction of lower membership fees hasn't convinced dissenting members to re-join the Association. The Committee will prioritise ensuring a concerted membership drive is undertaken.

Having said that, more needs to be achieved regarding:

- Communication with members,
- Streamlining the technical committee structures to improve attendance:
- Provision of quality training, and
- Re-establishing APHA as the authoritative voice on port health issues in the UK

This will form our business Plan for 2015.2016

Membership must recognise that APHA is **their Association** - O&S has carried vacancies throughout the year. Will you volunteer to join our number?

Chairman
Councillor Keith Morley

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 07
Person Responsible:	Lynnette Crossley/Jo Hackwood
Title:	Technical Committee Reports
Reference Documents:	15 07 (01)(02)(03)

Summary:

Technical Committee Reports,
(15 07 (01) Environmental Health & Hygiene and Airports Committee, Lynnette Crossley
(15 07(02) Imported Food and Feed, Sandra Westacott
(15 07(03) Operational Board

Delegates please note a number of committee Reports from the various committees of APHA. If anyone wishes clarification on these reports, the opportunity to ask questions will be at the AGM.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	LC/JH

15 07(01) APHA Joint Environmental Health & Hygiene and Airports Technical Committee, Annual Report

The meetings were held on 11th December 2014 and 11th June 2015 at Food Standards Agency following IT/teleconferencing related difficulties experienced at CIEH. Mike Glavin (Head of Imports and Official Controls) kindly facilitated the meetings and welcomed APHA to Aviation House.

Both the joint meetings were well attended with several very welcome new faces - a total of 16 (with one apology) at the December meeting and 13 (with eight apologies), including speakers.

Minutes of the full Joint Environmental Health & Hygiene and Airports meetings are available in the Members area of the APHA website.

Highlights of the year's activities

December 2014 meeting:

New arrangements for Technical Committee Meetings – Lynnette Crossley reported the current situation re the four Technical Committees. Airports and EH&H are now continuing to work together and so far, this appears to be quite successful, The attendance of a number of specialist speakers has proved very useful and helped the group to keep abreast of emerging technical and legislative issues. However, it was felt that the difficulties encountered sourcing good quality IT/teleconferencing facilities were a major problem in terms of 'virtual' attendance. The members discussed how to improve attendance and performance of the Technical Committees and the progress of the 'Operational Board'. Various suggestions were put forward including merging all four committees to form one group; publish meeting dates well in advance; piggybacking of meetings scheduled by other organisations, e.g. DEFRA; BIP Update training days, SIGs etc. in order to cut costs and to encourage attendance.

Biocidal Products Regulation (EU No. 528/2012), (came into effect on 1 September 2013) Neil Hembury of Arrow Chemicals (Reabrook Ltd) spoke to the members to alert the profession to anomalies occurring between the changes to the Biocidal Products Regulations (referring to percentages of active ingredients and propellants), the WHO guidance, and legislation in other countries. Further information is being pursued by members of the Airports Committee.

Ebola – update of guidance to Port Health

Laurence Dettman updated the meeting after contact with PHE. He reported that there was confusion as to who does what. He reported that he had explained that the current quarantine procedures as per 'Ships and Aircraft Regs' are quite clear and have not changed. He was concerned that there seemed to be a perception that 'Border Force' and MCA were responsible and made efforts to inform PHE of the correct procedures.

Review of Food Law CoP – Chapter 4

Following the original unsuccessful consultation between FSA and EH&H on Chapter 4, Laurence Dettman reported that in recent communications with the FSA they recognised the need for changes and further consultation. These changes were made, however other proposed changes to the new Code of Practice have not yet been published.

Update of the Dangerous Substances in Harbour Areas Regulations 1987

Lynnette Crossley reported on the outcome of the consultation which would bring the regulation up to date and simplify the regulations. The new regulations have not yet been published.

The Food Information Regulations 2013 were discussed, and questions raised regarding their impact on Port Health inspections. *Since the meeting the FSA have clarified the position via training sessions held at regional level.*

Feedback from 'Vector Borne Diseases in the UK' Biennial Conference, Liverpool

Lynnette Crossley reported that although much of the conference covered many highly technical issues, different aspects of vector control and monitoring at border crossings and in ports and airports were discussed in several of the presentations. Of particular interest were

the differences in response to the requirements of the International Health Regulations for surveillance/monitoring and control between the UK and other European countries.

June 2015 meeting:

Laurence Dettman, APHA Under-Secretary and Chair of the Joint EH&H and Airports Committee opened the meeting and welcomed the speakers and members.

Laura Moss, Principle Inspector, Drinking Water Inspectorate gave a very comprehensive talk on water supply, outlining the legislation, infrastructure, quality and specific aircraft supply issues (see the link below). A lively discussion followed regarding the current situation regarding chemicals used to treat aircraft water systems.

Dr Jenny Harries, Public Health England (PHE), Director of the PHE Ebola Screening Programme presented a detailed account of the process PHE went through to plan and implement the UK's response to the EVD outbreak in West Africa. This was followed by a frank and open discussion relating to the use of Border Force in the EVD screening process, the review of the current Regulations and the progress of the Health Protection (Ships and Aircraft) Regulations 2013.

Update: The Public Health (Ships) Regulations 1979, and the equivalent aircraft regulations, remain the prime UK legislative controls. These regulations have for many years been seen as being in urgent need of review and updating. Laurence Dettman has been working with the Department of Health in drafting the proposed Health Protection (Ships & Aircraft) Regulations which would consolidate, update and streamline the necessary legislative controls.

Disappointingly, Parliament has so far made no progress in bringing this to statute. It is hoped that the UK Government can now, with lessons learned from the Ebola crisis, be persuaded to do so as a matter of some urgency.

The guest speakers were followed by members presenting standard agenda items on issues as diverse as Legionella, the Cabinet Office National Capability Survey; forthcoming research projects, the newly formed Operational Board and APHA's progress re. Port Health related training provision and reports of matters of interest from ports and airports around the UK.

Legionella Sampling

In addition to Port Health Authority led sampling programmes, as a result of the general raising of health standards on board ships under the International Health Regulations and the Maritime Labour Convention requirement for proper water management, there has been a marked increase in requests for legionella sampling from vessels. This has led to the need for improved, more in-depth guidance and an improvement and increase in partnership working between the regulatory agencies involved in occupational safety and health on board ships – Maritime and Coastguard Agency (MCA), Health and Safety Executive (HSE), PHE and Port Health Authorities. Work to produce the necessary guidance is ongoing

2014 Cabinet Office National Capability Survey

As Category 1 Responders under the Civil Contingencies Act, Port Health Authorities are directly involved in a number of the 'Specific Capabilities' named in Part 1 of the National Capabilities Survey Highlight report 2015. In addition, each PHA is required to have a 'Port Health Plan'.

To ensure that there is enough capacity and budget allocated to implement the plans effectively, it is necessary to engage in regular liaison with partner organisations such as PHE and NHS.

PhD Programme at the University of Liverpool

Ms Margaux Meslé of the University of Liverpool will be conducting research into ways in which infectious agents can be imported into the UK via ships and aircraft.

15 07(02) Imported Food & Feed

Annual Report - Imported Food and Feed Technical Committee 2014/2015

Since the successful APHA conference in September 2014, the Imported Food and Feed Committee (IFFC) has joined up with the Border Inspection Post (BIP) Committee and has successfully run two meetings together to date. This was decided following the acknowledgement of low attendance to previous individual committee meetings in 2014. These joint meetings have been welcomed and this format has been nominated amongst present members to continue.

December 2014

A small gathering came together at CIEH, London and the following topics were raised for discussion. Several PHAs also joined the group using the teleconference facilities provided.

- Non-compliant soft drinks from US
- Amendments to Regulation 669/2009, 884/2014 and 885/2014
- Import of sprouts and seeds intended for the production of sprouting
- Current issues affecting individual UK ports
- Quarterly Port Health data returns

June 2015

This meeting was kindly hosted by the Food Standards Agency (FSA), London. This was a good turnout of members attending. Topics included:

- Fantastic update presentation on imported foods by Mike Glavin
- Recent BTSF training was downloaded to the group
- Current topics affecting individual ports were discussed
- Ongoing “ship to ship” transhipment procedure

Port health authorities around the UK continue to enforce a significant amount of European legislation in relation to high risk foods not of animal origin.

The early warning system developed by the FSA is an invaluable piece of information/intelligence. It has also helped Local Authorities to identify foods to be sampled under the imported food surveillance project.

Most controlled foods not of animal origin now require a CED and subsequently require a release on TRACES database. This system can now be fully accessed by our Competent Authority making our quarterly returns less onerous to complete and submit.

Technical meetings continue to provide a successful forum for members to discuss common issues of interest and collate views on new and ever changing circumstances.

The next joint BIP and IFFC meeting is scheduled for 5th November 2015 at FSA, London with a further two technical meeting dates to be arranged for 2016.

Jo Hackwood
IFFC Secretary

15 07 (03) APHA Operational Board AGM Report

APHA Operational Board Inaugural Meeting 26th March 2015

The meeting was held at the offices of the Chartered Institute of Environmental Health (CIEH) Hatfields, London, and attended by 11 people as follows:

John Robinson (Manchester – APHA Company Secretary); Bridget Delahunty (Hull and Goole); Tobin Cook (Guernsey) Jo Hackwood (Southampton); Lorna Reid (Glasgow); Timothy McKillen (Belfast); Ralph McAleer (Jersey); Catherine Rirsch (Guernsey); Deborah Lewis (Cornwall); Gill Morgan (Swansea); Lynnette Crossley (Manchester).

John Robinson led, and requested that a Chairman and Secretary were to be elected. The group discussed how best to progress and decided to request comprehensive terms of reference and operating procedures. On behalf of the Executive Board, John Robinson requested that the group should contact all APHA members and all non-member ports to conduct a 'training needs survey', and to examine methods of conducting 'virtual' meetings. Lynnette Crossley presented the APHA 2103 Members Survey and the group discussed the survey design and methodology and the major findings.

As a result of this meeting it was decided that three surveys should be circulated: 'Port Health Officers'; 'Port Health Authorities and two surveys' and Port Health Training Providers.

The first two surveys were circulated using 'Survey Monkey. 368 surveys were sent to PHAs and 58 responses received. 370 PHO surveys were circulated and 86 surveys received. Interim analyses were circulated in July and are available on the APHA website www.porthalthassociation.co.uk

The 'Training Providers' survey will be circulated when the final analysis of the first two surveys has been completed.

Please ensure you have completed the survey – details are available on the APHA website www.porthalthassociation.co.uk

APHA Operational Board – Teleconference 23rd June 2015

The meeting was hosted by MPHA and was very successful regarding progressing and delegating the planned workload. The decision was taken to appoint 'revolving' Chairman and Secretary to ensure the workload was evenly distributed. Also, the number of members necessary to form a quorum was raised from three to six - it was considered that from a group of ten, more than half the group should be present either in person or via telephone or video link. LC reported progress on the 'Training Needs Surveys' - so far, approximately 23% - 25% response rate and very telling results and comments.

Planned Meetings

A meeting is planned for the near future to discuss the 'Terms of Reference and Operating Procedures; to elect a Chairman and Secretary, and to discuss production of a the 'Training Needs' reports – the participants were invited using 'Doodle', an on-line meeting planning app; the meeting is planned to be held using IT software 'Gotomeeting'.

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 08
Person Responsible:	Andrea Smith, Manchester PHA Mark Longstaff, Webmaster. Xeno Solutions
Title:	Presentation 'Evolution Adapting to Change'
Reference Documents:	15 08

Summary:

Outline of the work carried out by the APHA Administration team over the last 12 months and the year ahead.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 09
Person Responsible:	Drew McClenaghan, Overview & Scrutiny Committee
Title:	Business Plan for 2015-2016
Reference Documents:	15 09 (01)

Summary:

INTRODUCTION

I am pleased to present the Association of Port Health Authorities' (APHAs) Annual Business Plan for 2015-16.

APHA is an employer's organisation comprising members from Port Health Authorities across the UK, Crown Dependencies and further afield. The Association provides leadership, influence, support and resources to Port Health Authorities and provides expert consultation advice to Governments.

The past few years have been a time of significant challenge and change and the Executive Board is working very hard in realigning the activities of APHA to ensure that it is 'fit for purpose' and delivers its objectives in a timely manner. The Executive Board will continue to engage with all Port Health Authorities and their staff in building a stronger, more communicative, efficient, effective, inclusive and transparent APHA to meet the needs of the Members.

At this time, it is essential that more Officers (especially the younger ones) take increased ownership of APHA in order to take the Association forward into the next generation.

This introduction to the business plan highlights some of the successes achieved in 2014-2015 and sets out the main priorities for 2015-2016

This business plan is not a "wish list" but is an indication of what we intend to achieve during this financial year.

Performance relating to the plan will be reported at the 2016 AGM.

Pat McCarthy
Chairman of the Executive Board

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	DMcC

15 01 (01) Business Plan 2015-2016

Achievements for 2014-15

Following the AGM in September 2014 the administrative and financial business activities of APHA were undertaken by Manchester Port Health Authority. Since then many major improvements to the operating systems have been achieved.

Procedures are now firmly in place which will ensure greater governance and transparency. The new website has been operational since late 2014 and is being updated and improved on an almost daily basis. If you have not already done so, please visit www.porthalthassociation.co.uk To gain access to the Members area, please e-mail apha@porthalthassociation.co.uk to request a user details.

A monthly newsletter is now produced and disseminated to Members and relevant non-Members.

Ebola guidance for Port Health Authorities, Ship's Masters and Airports was produced and disseminated.

The Operational Board is now established with a number of highly motivated Officers from all regions to bridge the gap between the Executive Board and the Members and to ultimately determine the future direction of APHA.

The Operational Board is currently surveying Members on their training needs in an effort to identify and provide cost effective training as required. They are also investigating communications, Technical Committee meetings, and Membership issues along with other activities to enhance the Association.

MOVING FORWARD

The Business Plan that follows sets out how we, the Executive Board elected by the membership, want to achieve APHAs objectives. It is acknowledged that we are experiencing many challenges in port health both at local and national level.

We want to move forward, secure in the knowledge that we have effective governance arrangements in place to manage our business and control our finances.

The new governance arrangements and operating procedures put in place will be monitored by the O+S Committee.

Effective intelligence gathering and sharing is essential to Port Health processes so that we can identify and tackle emerging threats.

We will communicate more fully with our membership and will ensure that we, in turn, listen to our members, through our communications plan. It is the Executive Board's objective to support Port Health Authorities in developing effective communications with the Board and amongst our membership.

The core capacity requirements of the IHR 2005 clearly identify competent and trained staff as being central to successful and effective service delivery. The review of the Official Feed and Food Regulation 882/2004 makes similar detailed requirements for trained and competent staff. The need for training for members and exchange of technical advice between us has never been more important. We want to coordinate training and development opportunities for all areas of our discipline, online or at regional and central locations to provide the widest coverage and opportunity.

To succeed in these objectives we need to engage and re-engage with Port Health and Local Authorities and be an expert partner, to establish effective working relationships and to increase our influence by improved representation at national and regional meetings.

APHAs income is mostly generated by membership fees, with the annual conference, publications and training contributing the rest. It is essential that we engage with all non-

member Port Health Authorities and other bodies to expand the current Membership along with seeking alternative means of funding and ways to raise the profile of the Association.

HOW WILL WE DO THIS IN 2015-16?

Objective 1

Effective governance arrangements in place and monitored:-

- Adoption of updated Operating Procedures at AGM
- Administrative and financial management by Manchester Port Health Authority – audited and approved by AGM, quarterly updates to the Executive Board
- Effective scrutiny of all activities by the O+S Committee
- Inviting open and transparent scrutiny by the membership
- Providing clear leadership for Port Health and educating partners in the work of Port Health to raise the profile of what we do

Objective 2

Effective intelligence and communications:-

- Adopt communications plan at AGM
- Continually update website
- Continue monthly e-newsletter
- Introduce annual consultation with membership
- Develop systems to capture, analyse and share intelligence
- Work effectively with partners who influence our work by using information they provide to analyse emerging threats
- Improve our capacity to collaborate and communicate
- Expand existing Membership

Objective 3

Training and development to meet competence requirements:-

- Ascertain training needs and develop and implement training and development plans with partners/professional bodies along with the most effective means of provision (e-learning?)
- Sustain and improve PLaN Groups and promote Membership of the Groups.

Objective 4

Effective partnerships to improve influence and representation and improve the visibility of the Association:-

- Establish list of expert colleagues who will take on a representation role
- Establish list of key partners and organisations
- Negotiate with key partners on delivery of training and development
- Identify the 'movers and shakers' within government (both Local and National) departments, key organisation to build effective working relationships.
- Communicate with all Elected Members throughout UK to engage and promote APHA

BUSINESS PLAN 2015-2016

Issue	Objective	Monitoring	Target	Current Status
Management structure and organisation	Effective Business Management and control/governance	Executive Board	Formalize arrangements with Manchester Port Health Authority to continue to provide admin. And accounting systems Systems to be updated and ratified at AGM Sep 2015	Costings provided by Manchester ratified by Executive Board July 2015 Draft 'Operating Arrangements' document for AGM complete.
Role and function of staff	Admin Officer to be appointed Job description for additional post to be developed and approved by the Executive Board.	Executive Board	April 2015 Agree role and function by Oct 2015 to include communications, marketing and IT solutions	Appointed Currently devising JD
Improved communications	Keep Members abreast of current issues. Identify means of permitting tele/video conferencing for meetings.	Executive Board	Monthly newsletter to Members By December 2015	Monthly newsletters issued.
Improve functionality and access of Association	Establish Operational Board	Executive Board	Agree terms of reference & objectives	Established March 2015 ToR to be finalized Oct 2015

Financial Management	<p>All accounts to be monitored and validated quarterly</p> <p>Opportunities for increasing income. Targeting non-Members</p>	<p>Executive Board and O+S Committee EB/O&S</p>	<p>Accounts to be reported to every Executive Board and O&S meeting.</p> <p>New post by Dec 2015</p>	<p>Quarterly monitoring now in place</p> <p>JD being agreed</p>
Intellectual property/ documents/ website/guidance/ training material	<p>Annual review of all policy and procedure documents</p>	<p>O+S Committee</p>	<p>Review of current procedural documents, annually</p>	<p>Completed for ratification at AGM 2015</p>
Training and development provision Training and development provision (continued)	<p>Technical guidance documents reviewed annually</p> <p>Ascertain training needs</p> <p>Increase participation at Technical Committee meetings</p>	<p>Executive Board</p> <p>Technical Committees</p> <p>Executive Board</p> <p>Executive Board</p>	<p>Identify technical leads who can perform review of technical/guidance documents by end 2015</p> <p>Operational Board by end Nov 2015</p> <p>O.B by January 2016</p>	<p>To be progressed</p> <p>Questionnaire sent to Membership. Response & analysis required</p> <p>Ongoing</p>

Communications and engagement	Maintain website	Executive Board	Website fully operational & regularly updated	Operational from Dec 2014
	Organise Annual Conference (Liverpool PHA)	Executive Board	Sep 2015	Conference organised
	Improve participation at PLaN Group meetings	Executive Board / O&S Cttee	System to be operational by January 2015	Ongoing
	Establish closer links between Tech Cttees & PLaN Groups	Executive Board / O&S Cttee	System to be operational by October 2015	Scheme included in 'operating arrangements' for adoption at AGM
	Establish links with Elected members of local / port health authorities throughout UK	Executive Board	System to be operational by October 2015	Data base of contact email addresses Established July 2015
Partnerships/representation	Develop a communication policy and procedure	O+S Committee	By September 2015	Communications Policy included in Operating Arrangements

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 10
Person Responsible:	John Robinson & Bill Arnold
Title:	Proposed changes to the Articles of Association & Operating Arrangements
Reference Documents:	15 10

Summary: Review of the Articles of Association & Operating Arrangements

1.0 Introduction

- 1.1** Members will be aware from the Chairman's monthly newsletters and the new web site that the Association business procedures have much improved during the past year.
- 1.2.** The Overview & Scrutiny Committee has worked with the Company Secretary and the Executive Board to ensure the better service provision for members, improved communication and financial accountability detailed in other presentations at this Conference.
- 1.3.** Financial constraints on local authorities have impacted significantly on Association protocols. For example:
- Many LAs now have a moratorium on travel precluding officer's attendance at our Technical Committees
 - The pool of volunteers amongst elected members and officers putting themselves forward for positions in APHA has declined over recent years - O&S has carried significant vacancies for the past 2 years.
- 1.4** The current 'Articles of Association' and 'Operating Arrangements' were adopted in September 2014 prior to the full impact of budget constraint taking effect.

2.0 Proposed changes to the Articles of Association

2.1 The proposals aim to

- Widen the pool of categories from which nominations can be sought to the Executive Board and the O&S Committee; and
- Improve communication by allowing PLaN representation at Technical Committees, though subsidy by APHA will depend on available finance.

2.2 The changes reflect proposed amendments to the Operating Arrangements.

3.0 Proposed changes to the Operating Arrangements

3.1 Proposals are highlighted throughout the document for ease of reference.

3.2 Appendix 1 now includes the aims & remit of the new 'Operational Board'

3.3 The following Appendices have been added

- **12** Annual Budget, Business Plan and a Media & Communications Strategy
- **13** Directors' Pack
- **14** Conference Protocol (*O&S acknowledge Mersey PHA for this contribution*)
- **15** Scheme of Allowances & Expenses (*O&S acknowledge the Admin Team for this*)

4.0 Recommendation

The proposals aim to ensure APHA remains fit for purpose, has improved lines of communication and that its business is transacted systematically and transparently.

The amendments are commended to members for adoption.

Bill Arnold

Secretary Overview & Scrutiny Committee

30th August 2015

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	JR/BA

1.0 Associate & Honorary membership

ASSOCIATE MEMBERSHIP

8. The Executive Board may grant Associate membership of the Association, on such conditions as it may determine, to other bodies or individuals who agree to contribute to the achievement of the purposes of the Association. A declaration of interest must be given with any application for Associate membership.

9. Associate Members **do not have the right to vote** at General Meetings of the Association.

Note: The Executive can impose conditions under Article 8 so rather than delete Article 9. They have rights under Article 10 but at present have no right to vote at General meetings.

Suggested change: substitute the words

'Associate Members do not have the right to vote at General Meetings of the Association.' with

'Subject to any condition imposed under Article 8, Associate Members have the right to vote at General Meetings of the Association.'

10. Associate members shall be entitled to participate in all other activities of the Association; they will be eligible for election to the Executive Board and Overview & Scrutiny Committees.

11. Associate members shall be liable to pay such annual subscriptions to the Association as shall be determined by the Executive Board. All subscriptions shall be payable yearly in advance by the 1st day of April or such other date as the Executive Board may from time to time designate.

HONORARY MEMBERSHIP

12. (a) The Executive Board may grant the title of Honorary Fellow or Honorary Associate of the Association to persons or bodies who have made a substantial and eminent contribution to the work or wellbeing of the Association.

(b) An Honorary Fellow or an Honorary Associate shall continue as honorary members at the pleasure of the Association.

(c) Any member of the Executive Board, Overview and Scrutiny Committee or Director shall be eligible for nomination for Honorary Membership of the Association.

(d) The holder of an honorary title shall have the right to attend and speak at General Meetings of the Association, but shall not have the right to vote, unless nominated to do so on behalf of a corporate member.

Note: the proposed change reflect those regarding Article 9

Suggested change: substitute the words

'but shall not have the right to vote, unless nominated to do so on behalf of a corporate member.' with

'and subject to any condition under Article 8 shall have the right to vote.'

2.0 Executive Board and the Overview & Scrutiny Committee

THE EXECUTIVE BOARD – ELECTION, POWERS AND DUTIES

51. 1. The Executive Board shall consist of a maximum of fifteen persons, consisting of eleven regional representatives allocated as follows; one representative from: Wales, Northern Ireland, Scotland, East England, South West England and UK Islands; three representatives from the North of England, and two from London & the South-East. Places for regional representatives will only be open, in the first instance to Elected Representatives nominated by their corporate member authority and will be subject to election on a regional basis.

Note: see later proposed change to Article 64

Suggested change: add the following

'51.1. Subject to Article 64, the Executive Board shall consist.....'

In addition, four places will be available to employees of Corporate Member authorities nominated by the Executive Board, or a Corporate Member authority, and will be elected on a national basis.

Elections will be **by postal vote** each year prior to Annual General Meeting.

Suggested change: Substitute the words '*by postal vote*' with '*by electronic postal vote*'

- a) In the event that a region is unable to produce sufficient nominations of elected representatives then such vacancies will be offered for filling by an officer from a corporate member within that region. If there is more than one such nomination then the Company Secretary will conduct a regional postal ballot.
- b) If there are no nominations for an officer then the vacancy will be offered nationally to be filled by an elected member, by either proposal or self-nomination, and the Company Secretary will conduct a national postal vote in the case of more than one nomination being received.
- c) Should there be no nominations then the vacancy (ies) will be open to officers nationally, by either proposal or self-nomination, and the Company Secretary will conduct a national postal vote in the case of more than one nomination being received.
- d) Once the election is completed for the composition of the Board, the successful candidates will be informed by the Company Secretary by email.
- e) Those persons duly elected, can propose and second in writing to the Company Secretary, **an elected member to become Chairman of the board**. If more than one nomination is received, then a secret ballot must be held to discover who will be the Chairman of APHA for the forthcoming year. In the event of a tie, the process shall be repeated.

Suggested change: substitute the words '*an elected member to become Chairman of the board*' with '*any member of the Executive Board to become Chairman*'

- f) A similar process will be conducted for the election of a Vice Chairman. It is desirable that this person be an elected member. However, in the event that no other elected member wishes to be nominated **then an officer, elected to the executive can be chosen instead**. The exception to this being the Company Secretary.

Suggested change: substitute the words:

'then an officer, elected to the executive can be chosen instead' with '*then an elected officer, or a person appointed under Article 64 to the Executive can be chosen instead.*'

THE OVERVIEW AND SCRUTINY COMMITTEE – ELECTION, POWERS AND DUTIES

53. (a) The Overview and Scrutiny Committee shall consist of 10 persons who may be nominated from corporate membership and elected by postal vote each year prior to the Annual General Meeting.

Suggested change: substitute the paragraph with:

53. (a) *Subject to Article 64, the Overview and Scrutiny Committee shall consist of a maximum of 10 persons who may be nominated from corporate, or honorary associate membership and elected by electronic postal vote each year prior to the Annual General Meeting.*

Appointment of 'properly qualified person' to the Executive Board or O&S Committee

64. (a) The Executive Board shall have power at any time, and from time to time, to appoint any properly qualified person to be a member of the Executive Board either to fill a casual vacancy or as an addition to the existing Executive Board, but so that the total number of the Executive Board shall not at any time exceed the number and proportions fixed in accordance with these Articles. Any member of Executive Board so appointed shall hold office only until the next following annual general meeting and shall then be eligible for re-election.
- (b) The Overview and Scrutiny Committee shall have power at any time, and from time to time, to appoint any properly qualified person to be a member of the Overview and Scrutiny Committee either to fill a casual vacancy or as an addition to the existing Overview and Scrutiny Committee, but so that the total number of the Overview and Scrutiny Committee shall not at any time exceed the number and proportions fixed in accordance with these Articles. Any member of the Overview and Scrutiny Committee so appointed shall hold office only until the next following annual general meeting and shall then be eligible for re-election.

Suggested change: substitute the existing paragraphs with:

64. (a) *The Executive Board shall have power at any time to appoint any properly qualified person to be a member of the Executive Board either to fill a casual vacancy or as an additional member. Any such member so appointed shall hold office only until the next following annual general meeting and shall then be eligible for re-election.*
- (b) *The Overview & Scrutiny Committee shall have power at any time to appoint any properly qualified person to be a member of the Overview & Scrutiny Committee either to fill a casual vacancy or as an additional member. Any such member so appointed shall hold office only until the next following annual general meeting and shall then be eligible for re-election.*

DISQUALIFICATION OF DIRECTORS AND OTHER ELECTED PERSONS

55. A member of the Executive Board, Overview and Scrutiny Committee or Committee Chair shall be disqualified if that person:-
- (a) ceases to be an elected member of his nominating authority, or ceases to be employed by his authority/ organisation; or
- (b) their nominating authority, organisation or honorary fellow ceases to be a member of the Association, or.....

Suggested change: substitute the words in paragraph (b) with:

'their nominating authority or organisation ceases to be a member of the Association, or their honorary fellowship has ceased, or.....'

3.0 PLaN Groups

Given proposed changes to the Operating Arrangements and available finances encouraging PLaN members to attend Tech Committees, the proposed changes are highlighted in the following extract from existing Articles

PLaN MEMBERSHIP

16. A PLaN member is not entitled to attend meetings of Technical Committees, or to be nominated for election to either the Executive Board or the Overview and Scrutiny Committee.

Note: this change follows the proposed amendment to the Operational Arrangements regarding PLaN members attending Tech Committees on a rotational basis

Suggested change: Substitute this Article with

16. *'A PLaN member is entitled to attend meetings of Technical Committees, but not entitled to be nominated for election to either the Executive Board or the Overview and Scrutiny Committee.'*

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 11
Person Responsible:	Tony Thompstone
Title:	APHA Accounts 2014-2015
Reference Documents:	15 11 (01)

Summary:

15 11 (01) The Annual Financial Report and Audited Accounts.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	JR

Association of Port Health Authorities

Company Registration Number:
2346876 (England and Wales)

Abbreviated (Unaudited) Financial Statements

Period of accounts

Start date: 1st April 2014

End date: 31st March 2015

Association of Port Health Authorities

**Company Information
for the period ended 31st March 2015**

Director:	I Bratty G Cooper J Robinson J G Slee
Company secretary:	G Cooper
Registered office address:	Chadwick Court 15 Hatfields London SE1 8DJ
Company Registration Number	2346876 (England and Wales)

ASSOCIATION OF PORT HEALTH AUTHORITIES

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	Notes	2015 £	2014 £
TURNOVER	2	63,677	95,364
Cost of sales	3	<u>(29,842)</u>	<u>(51,842)</u>
GROSS PROFIT		33,835	43,522
Administrative expenses	4	<u>(30,754)</u>	<u>(43,717)</u>
OPERATING (LOSS)/PROFIT		3,081	(195)
Interest receivable and similar income	5	<u>14</u>	<u>6</u>
(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		3,095	(189)
Tax on (loss)/profit on ordinary activities		<u> </u>	<u>-</u>
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		<u>3,095</u>	<u>(189)</u>

ASSOCIATION OF PORT HEALTH AUTHORITIES

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2015

	Notes	2015	2014
		£	£
Fixed assets			
Tangible assets	6	195	2,047
Total fixed assets:		195	2,047
Current assets			
Debtors	7	4,001	48,713
Cash at bank and in hand	8	50,187	43,279
Total current assets:		54,188	91,992
Creditors			
Creditors: amounts falling due within one year:	9	22,707	65,458
Net current assets (liabilities)		31,481	26,534
Total net assets (liabilities)		31,676	28,581
 Capital and reserves			
Revaluation reserve		31,676	28,581
		31,676	28,581
 RESERVES		Profit and	
		loss account	
		£	
At 1 April 2014		28,581	
Profit/Loss for the financial year		3,095	
At 31 March 2015		31,676	

For the year ending 31st March 2015, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Directors on _____

SIGNED ON BEHALF OF THE BOARD BY:

Name

Status:

Association of Port Health Authorities

Notes to the Abbreviated Financial Statements for the period ended 31st March 2015

1 Accounting policies

Basis of measurement and preparation of accounts

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the Financial Reporting Standard for Smaller Entities (Effective April 2008).

2 Turnover policy

The turnover shown in the profit and loss account represents revenue recognised by the company in respect of subscriptions and services supplied during the period, exclusive of Value Added Tax and trade discounts.

	2015	2014
Turnover	£	£
Subscriptions	33,397	37,640
Conference fees	-	43,567
Project income	9,832	6,974
Border inspection post fees	-	7,183
Unallocated	20,448	
	<u>63,677</u>	<u>95,364</u>

	2015	2014
3 Cost of sales	£	£
Conference costs	9,171	40,360
Project expenses	10,073	6,606
Meetings and delegations	10,598	4,876
	<u>29,842</u>	<u>51,842</u>

	2015	2014
	£	£
4 Administration expenses		
Printing, postage and stationery	3,583	597
Telephone	-	80
Computer software	1,297	269
Advertising and promotion	170	1,255
Website hosting	4,957	340
Legal and professional	500	1,500
Administration expenses	5,497	9,105
Accountancy and bookkeeping	11,566	18,339
Bank charges	186	109
Bad debts	-	6,635
Sundry expenses	40	89
Rent	311	3,730
Awards / gifts	796	-
Depreciation - plant and machinery	6	8
Depreciation - computer equipment	892	525
Depreciation - website	922	1,099
Depreciation - fixtures and fittings	32	37
	<u>30,754</u>	<u>43,717</u>

	2015	2014
	£	£
5 Interest receivable		
Bank interest receivable	<u>14</u>	<u>6</u>

6 Tangible assets

	Total
	£
Cost	
At 1st April 2014:	14,462
Additions:	-
Disposals:	-
Revaluations	-
Transfers	-
	<u>14,462</u>
At 31st March 2015:	<u>14,462</u>
Depreciation	
At 1st April 2014:	12,415
Charge for year:	1,852
On disposals:	-
	<u>14,267</u>
At 31st March 2015	<u>14,267</u>
Net book value	
At 31st March 2015	<u>195</u>
At 31st March 2014	<u>2,047</u>

7 Debtors:

Debtors include £4,001 falling due after more than one year.

8 Cash at bank 31/3/15:

	£
Account 61503111 (Falmouth)	17,454
Account 02190001 (Milton K)	10,713
Account 92190028	22,020
	<hr/>
	50,187

9 Creditors:

Creditors include:	£
VAT payable on income received	3,096
VAT refund (net) from HMRC	1,994
Accruals for services received in 14/15	2,266
Subscriptions income for 2015/16 received in 2014/15.	15,352
	<hr/>
	22,707

10 Tangible fixed assets depreciation policy

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life. Plant and machinery - 25% reducing balance, fixtures and fittings - 15% reducing balance, computer equipment 33% on cost, website - 33% on cost.

ASSOCIATION OF PORT HEALTH AUTHORITIES

TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31 MARCH 2015

	Plant & Machinery	Fixtures & Fittings	Computer Equipment	Other Fixed Assets	Total
	£	£	£	£	£
COST					
At 1 April 2014	145	1,035	9,951	3,331	14,462
Additions					-
At 31 March 2015	145	1,035	9,951	3,331	14,462
DEPRECIATION					
At 1 April 2014	122	825	9,059	2,409	12,415
Charge for the year	6	32	892	922	1,852
At 31 March 2015	128	857	9,951	3,331	14,267
NET BOOK VALUE					
At 31 March 2015	17	178	-	-	195
At 31 March 2014	23	210	892	922	2,047

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 12
Person Responsible:	John Robinson
Title:	Company Secretary Report
Reference Documents:	15 12

DIRECTORS REPORT

It is the responsibility of the Company Secretary to produce the Directors report for submission to Companies House every year. Unfortunately with the absence of Company Secretary, Gary Cooper, due to illness and other business pressures, that responsibility has fallen on Acting Company Secretary and director John Robinson.

It appears that the changes to the directors of APHA, have not been presented to Companies House since 2011 in the annual return. Consequently the current situation with regard to directors of APHA needs to be explained, certainly for 2014-2015, to Companies House.

The directors of APHA are the:

- Chairman, Mr Pat McCarthy, Vice Chairman, Councillor John Warman from Swansea PHA

Plus four officers: namely the two under-secretaries,

- Sandra Westacott, from Southampton PHA, Laurence Dettman from Hull and Goole PHA
- John Robinson from Manchester PHA

and from 15 October 2014, when co-opted to the APHA Executive until her resignation on the 15 July 2015, Mercola Douglas was also a director of APHA.

In the trading year 2014-2015, APHA found itself moribund in the early spring of 2014. The Company Secretary and other directors were unavailable due to long term illness. Gradually, the remaining directors realised this situation and created a conference in London from start to finish in ten weeks. The conference was well received but not a financial success. This is reflected in the accounts of APHA which are displayed at the AGM for member's attention.

With the continued absence of the Company Secretary to manage the administration of APHA in the Autumn of 2014, the APHA Executive made alternative arrangements for the management of the APHA administration. Manchester PHA were approached and with permission from the then Chairman, Councillor Hugh Barrett. The administration function was transferred to the Manchester PHA offices.

By the Spring 2015, Manchester PHA was asked to undertake the financial management of the APHA accounts. This function was undertaken in partnership with the City of Salford, following a full reconciliation of the 2014-2015 accounts previously handled by Cornwall PHA. Many thanks to the City of Salford for a really professional approach.

I would like to conclude by expressing appreciation to all the officers within APHA, my staff and the APHA administration who have embraced the mandate of the Chairman. That being to introduce greater governance, accountability and transparency to all APHA activities. The procedures generated have been incorporated into the Operating Arrangements document used by APHA to provide even greater clarity than before.

The year ahead looks to be well chartered thanks to the efforts of the Overview and Scrutiny Committee and a grateful thank you to the gentlemen of the O & S, who really have become the 'Critical Friend' to APHA, we all hoped they would become.

Yours sincerely
John Robinson
Acting Company Secretary

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	15 13
Person Responsible:	Pat McCarthy
Title:	Close of Meeting
Reference Documents:	15 13

Summary:

The next Annual General Meeting is scheduled to take place at the 2016 Conference in Southampton. Location, date and time to be confirmed.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	8/9/15	PMcC