



**115<sup>th</sup> ANNUAL GENERAL MEETING**  
CIEH, Headquarters, Chadwick Court, London

Council Chamber

**ASSOCIATION OF PORT HEALTH  
AUTHORITIES**

9<sup>th</sup> September 2014

# AGENDA

**10:00 - 10:30 Coffee will be available**

- 14/01 List of Attendees
- 14/02 Apologies for absence
- 14/03 Chairman's Welcome
- 14/04 Minutes of the 2013 AGM, Headlands Hotel, Newquay
- 14/05 Matters Arising
- 14/06 Report of the Overview & Scrutiny Committee – Councillor Keith Morley
- 14/07 Technical Committee Reports.  
Environmental Health & Hygiene, *Lynnette Crossley*  
Imported Food & Feed, *Jo Hackworth*  
Airports Committee, *Geoff Smith*
- 14/08 Future Arrangements
- a) Technical Committee Structure & Meetings, *Lynnette Crossley*
  - b) Creation of a Technical Board, *Val Cameron*
  - c) Role of PLaN groups, *Bill Arnold*
- 14/09 Proposed changes to the Articles of Association & Operating Arrangements,  
*John Robinson & Bill Arnold*
- 14/10 Secretary Report, *Gary Cooper*
- Proposed administration support of APHA by the CIEH, *Gary Cooper*
  - APHA Financial report The Audited Accounts for the Year
  - Membership Renewal
  - The employment of staff for APHA Communication, website & APHA Forum
  - Date & Location of meetings for the Executive and O & S Committee
- 14/11 Close of Meeting

# APHA PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>14 03</b>
<b>Person Responsible:</b>	<b>Pat McCarthy – Belfast City Council</b>
<b>Title:</b>	<b>The Chairman’s Address</b>
<b>Reference Documents:</b>	<b>14 03</b>

### Summary:

The new APHA Chairman Councillor Pat McCarthy would like to welcome you all to the APHA Conference 2014. “*Moving forward & Managing Change*”.

### Recommendations:

### Comments:

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	9/9/14	P McC

**Minutes of the 114th Annual General Meeting of the  
Association of Port Health Authorities  
Tuesday, 10 September 2013**

**Headland Hotel, Headland Road, Newquay, Cornwall**

<b>13/01</b>	<b>List of Attendees</b>	<b>Person Responsible</b>
	<p>List of Attendees:                      Cllr Ron Abbey, Mersey PHA                      Bill Arnold, Swansea Bay PHA                      Ivan Bratty, Defra                      Geoff Brown, President APHA                      Cllr Eric Burgoyne, Manchester PHA                      Val Cameron, States of Guernsey                      Glyn Cavell, Mersey PHA                      Gary Cooper, APHA                      Lynnette Crossley, Manchester PHA                      Laurence Dettman, Hull &amp; Goole PHA                      Cllr Linda Dirir, Manchester PHA                      Mercola Douglas, Mersey PHA                      Gary Gould, RAF Medical Services                      Ian Gray, CIEH                      Jo Hackwood, Southampton PHA                      Peter Hardwick, London PHA                      Andy Hopson, APHA Fellow                      Graham Jukes, CIEH                      Cllr Colin Keenan, Belfast City Council                      Debbie Lewis, Cornwall PHA                      Cllr Patrick McCarthy, Belfast City Council                      Andrew McClenaghan, Belfast City Council                      Timothy McKillen, Belfast City Council                      Cllr Keith Morley, Manchester PHA                      Cllr Jacqui Rayment, Southampton PHA                      David Robertson, Cornwall PHA                      Cllr John Salter, Mersey PHA                      Cllr Tony Sherlock, Manchester PHA                      Geoffrey Smith, Uttlesford DC                      Andrea Smith, Manchester PHA                      John Tully, Manchester PHA                      Cllr Adrian Vinson, Southampton PHA                      Cllr John Warman, Swansea Bay PHA                      Sandra Westacott, Southampton PHA                      Cllr Jeremy Wolfson, Mersey PHA                      Minutes taken by: Karen White</p>	
<b>13/02</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>
	No apologies received	
<b>13/03</b>	<b>Minutes of Previous 113<sup>th</sup> Annual General Meeting</b>	<b>Person Responsible</b>
	Approved and Agreed	
<b>13/04</b>	<b>Matters arising</b>	<b>Person Responsible</b>
	None	

<b>13/05 Chairman's Report</b>	Person Responsible
<p>Cllr Hugh Barrett gave thanks to the APHA survey questionnaire creators and explained that the results had been collated and recommendations would be taken forward. He asked the executive to endorse these changes and thanked all who had contributed to the procedure. Cllr Barrett hoped that all would enjoy the conference and reiterated that all are here to listen and get ideas for the future.</p>	
<b>13/06 Results &amp; Feedback from APHA questionnaire</b>	Person Responsible
<p>The report based on responses received revealed a lot of anger and resentment over the APHA. The survey was conducted through survey monkey, quantitative data is reported as is, and qualitative data has had personal information removed.</p> <p>John responded to the results of the questionnaires and detailed actions taken.</p> <p>Things that could be improved :-</p> <p><b>Training</b> – little organised training and what there is directed at chief officers only. There is a need for training for ground officers JC mentioned an earlier training needs analysis that she had done and the results from that.</p> <p>JR explained the four streams of improvements to be introduced.</p> <p><b>Communications</b> – need to develop with partner agencies and members We have introduced a successful e- newsletter</p> <p>New office location in London as suggested in survey – to be developed with CIEH</p> <p><b>Conference locations</b> – central, cost effective, not remote – next year's conference to be Central London</p> <p><b>Banded Guidance leaflets</b> – e.g. legionella – work with other agencies for comprehensive and definite guidance and branded by APHA</p> <p>Communication paths, academic forums – improve sharing of information.</p> <p><b>Technical Committees</b> – requirement for admin support for the committees, improved communication on findings of the committees to board. Look at immersing issues</p> <p>Board presence to be at technical committees.</p> <p><b>Comments</b></p> <p>Cllr thanked presenters and asked about communications with members – can we pool our members together? What are plans to ensure breakdowns in communication cannot be repeated.</p> <p>Cllr suggested taking control of APHA communication as there are conflicting messages</p> <p>Cllr Tony Sherlock – suggested a need to pitch a way forward regarding communicating with members.</p> <p>Cllr Sandra Westacott – what are we going to do to re-engage with key players (ex members) to encourage them to come back.</p> <p>Cllr HB said we are working to engage with these future members and improve communications with current members. Including press releases</p> <p>Cllr Mandy Pike – suggested try to regain lost membership and tell other public bodies what you are doing.</p> <p>Social media as a way to engage was spoken of.</p> <p>The questionnaire results have been issued to delegates on a memory stick in their packs.</p>	
<b>13/07 Special resolution re: changes to the Articles of Association</b> (information circulated prior to the meeting to all members)	Person Responsible
<p>John Tully – explained the special resolution procedures.</p> <p>Including</p> <p>What is governance?</p> <p>What is company limited by guarantee?</p> <p>What does limited liability mean?</p> <p>What does this mean for the members of a company?</p> <p>What are the implications for the directors of a company?</p> <p><b>Questions</b></p> <p>None</p> <p>JT was thanked for his help by the board</p>	

13/08 Proposed changes to the Articles of Association and operating arrangements	Person Responsible
<p>JR outlined the main changes detailed and referred to  Appendix 2  Appendix 3  Appendix 7  Appendix 8  Additional governance  Appendix 4  Appendix 5  Reduction of number of members of executive committee from 17-15  Abolish position of president and vice president  Retain role of patron.  Clear and concise election, JR explained changes to election procedures  Chair of Technical committees to be under secretary.  JR reiterated that APHA remains an employer's organisation controlled by its member authorities.</p> <p><b>Question –</b>  With reference to page 7 paragraph 51 – how do you define regions and allocate number of places?  JR responded – that there are National and regional allocations, and confirmed that there is scope for change  Correction on p7 to be noted as 10 should be 11.  Cllr Sandra Westcott stated concerns on how allocations are mapped as they need to be fluid and evolve to fulfil needs.</p> <p>There is a need for workable documents to manage for the future that are clear and transparent and available to all  Are documents clear and transparent and workable for the future?  JR assured the meeting that they are.</p> <p>Thanks from Cllr to all who worked on documents, pleased to hear adoption of changes.  Enquiry about operating arrangements for overview and scrutiny, it was confirmed that meetings are at least 3 times a year.</p> <p>Cllr- thanks for the work done and well done.</p> <p>Resolution – membership to accept special resolution was late but lateness is waived  Agreed - unanimous</p> <p>Resolution – changes to articles of association special resolution that accepted including correction to page 7 where 10 should read as 11.  Agreed - unanimous</p>	
13/09 APHA Business Plan- Val Cameron	Person Responsible
<p>VC outlined the business plan with key objectives for the next year.  Copies of the draft to be circulated and VC asked for comments from members to enable finalisation of the document.  The business plan will be added to website for all to see as soon as possible.  Val explained how it is to be taken forward into 2014 and outlined the contents of the business plan and the four key objectives</p> <ol style="list-style-type: none"> <li>1. Effective governance arrangements</li> <li>2. Effective communication</li> <li>3. Effective training &amp; development</li> <li>4. Effective partnerships</li> </ol> <p>No Questions asked.</p>	

# APHA PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>14 06</b>
<b>Person Responsible:</b>	<b>Cllr Keith Morley</b>
<b>Title:</b>	<b>Overview &amp; Scrutiny</b>
<b>Reference Documents:</b>	<b>14 06 (01)</b>

### Summary:

Annual Report of the Overview & Scrutiny Committee, Councillor Keith Morley. Chairman of the Overview & Scrutiny Committee.

### Recommendations:

### Comments:

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	9/9/14	KM



**Chairman's report  
to the AGM 9th September 2014  
on the work of the Overview & Scrutiny Committee during 2014**

Following each meeting of the Executive Board, the Overview & Scrutiny Committee has met on three occasions during the year - 10th February, 30th April, and 6th August. The unfortunate delay from the last AGM to our first meeting is regrettable, but we consider that much progress has been made to rectify the totally unacceptable situation which had previously prevailed.

- Finances are now open and accountable and have delivered much healthier reserves.
- Review of the 'Articles of Association' and associated 'Operating Arrangements' have been completed.
- Lower membership fees have been established

Having said that, more could have been achieved and much still has to be done regarding:

- Administration of the Association,
- Finalising web page problems associated with the past administration,
- Establishing a robust business plan,
- Communication with members,
- Convincing those who had cancelled their membership to rejoin,
- Streamlining the technical committee structures to improve attendance,
- Provision of quality training, and
- Once again being recognised as **the** authoritative voice on port health issues in the UK

This delay has been due, in part, to the ill health of key officers serving the Association. In hoping that they are now on the road to a full recovery, it is evident that the administration workload must be shared more equitably.

- Can we continue to rely on the part-time contribution by very few officers who also have other 'day job' commitments?
- Is there an army of volunteers, with necessary experience, willing to share the load? Minutes secretary, Conference organiser, communications officer are examples where the workload could be shared.

O&S accept responsibility for co-ordinating NPlan meetings and have requested the Board to fund NPlan representation at Technical Committees both to improve attendance; and information to be cascaded to the wider membership regionally.

- How effective has the partnership been with the CIEH? Can this, in reality, ever ease the workload on our executive officers?
- Certainly, a watertight contract is required.
- Should we risk creating a paid post on a part-time basis?
- This will need careful consideration given our past experience on several occasions!

Arising from the last AGM, O&S has carried vacancies throughout the year. These were advertised in February, but regrettably no-one came forward - perhaps this is a symptom of dwindling LG resources.

We also lost Cllr Vinson resultant to the local elections in May and we wish to pay tribute to his commitment and contribution over the past few years.

It is encouraging that the Board **is** now more open in its affairs. Over the past year, we have acted as their 'critical friend' and recognise that they have already acted upon nearly all of our recommendations, which at times have been critical. We will, however, continue to ensure that the Board progresses the outstanding issues mentioned and that it prioritises better communication with membership, conducive to regaining lost members.

Cllr. Keith Morley  
**Chairman**



# APHA PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>14 07</b>
<b>Person Responsible:</b>	<b>Lynnette Crossley/Jo Hackworth/Geoff Smith</b>
<b>Title:</b>	<b>Technical Committee Reports</b>
<b>Reference Documents:</b>	<b>14 07 (01)(02)(03)</b>

### Summary:

Technical Committee Reports, Environmental Health & Hygiene, Lynnette Crossley  
Imported Food and Feed, Jo Hackworth  
Airports Committee, Geoff Smith

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:

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	9/9/14	LC/JH/GS



## ENVIRONMENTAL HEALTH & HYGIENE COMMITTEE

**Date: 09 January 2014 - 13.30pm**  
**Venue - CIEH, Chadwick Court, 15 Hatfields,  
Chadwick Court, London, SE1 8DJ**

The Environmental Health and Hygiene Committee met on three occasions since the last Annual General Meeting:

- **3<sup>rd</sup> October 2013** – Attended by eight members with four joining by teleconference – seven apologies were received. Professor Malcolm Bennett gave a presentation entitled 'One Health'. Subjects covered in the meeting included: Review of 'Ships and Aircraft Regs': Review of 'Clean Air Act': Review of Charges for Ship Sanitation Control/Exemption Certificates: The Proposals for a 'single window' for ship reporting: Suggestion that Airports and EH&H committees might join forces to work together on projects of mutual interest, and arrange guest speakers, presentations, training sessions etc. and requested comments and suggestions.
- **9<sup>th</sup> January 2014** – Attended by six members with 15 joining by teleconference – four apologies were received and Dr Takis Kasoulakos, Jenny Rainbird and Yash Chada of INLECOM gave a presentation entitled The 'Single Window' Ship Reporting Formalities. Issues discussed included: Ship Inspection - Clarification of effective and correct use of legislation; Review of Charges for Ship Sanitation Control/Exemption Certificates; The Proposals for a 'single window' for ship reporting: discussion to follow presentation; Water sampling on aircraft and Management of illness on board aircraft.
- **13<sup>th</sup> June 2014** – Joint meeting with Airports committee, attended by eight people with two joining by teleconference and one apology. At the opening of the meeting a decision was made to send condolences to John Ambrose re the death of his son. Issues discussed included: Norovirus and Legionella; MOU with MCA; Revision of 'Ships and Aircraft Regs'; New arrangements for APHA Technical Committees; Charges for Ships Sanitation Certificates, Extensions, Attachments, and Water Samples; Review of Chapter Four of the Food Law Code of Practice; Joint training initiative between APHA and the Port Health SIG; and the Review of the 'Fuel Sulphur Content Regulations'.

The meeting was followed by an afternoon training session covering 'Shipsan Act – Joint Action' and Shipsan Act, Work Package 7' which was open to all four Technical Committees – this was attended by eight members of the Airports and Environmental Health and Hygiene Committees.

Lynnette Crossley – Senior Port Health Officer, Manchester

## 14 07(02) Imported Food & Feed

### Annual Report of the Imported Food and Feed Technical Committee 2013/14.

It has been yet another extraordinarily busy year in the world of enforcement as Port Health Authorities continue to learn new information and undertake even more statutory duties relating to imported food and feed.

- The hectic nature of the PHO's role persists regarding enforcement of high risk products under Regulation (EC) no. 669/2009. The Commission dictates quarterly amendments to such high risk food/ feed lists. Competitive analytical charges remain for all contaminant sampling across the UK and Europe. The use of TRACES to monitor our quarterly returns and improve data gathering has already begun to ease the pressure on PHAs to submit numerous spreadsheets every three months to the FSA/ Commission for numerous safeguard measures/ emergency controls!
- Regulation (EU) no. 91/2013 has recently been repealed along with Regulation (EC) no. 1152/2009 and Regulation 884/2014 introduced in its place. This new Regulation imposes special conditions governing the import of certain food **and feed** from certain countries due to risk of contamination by aflatoxins. Regulation (EU) no. 885/2014 has also been recently introduced to consolidate the list of food and feed subject to emergency controls at the ports in relation to pesticide contamination. A CED, health certificate and results of sampling and analysis are required for all imports covered by these two new statutes.
- An early warning system based primarily on analysis of Rapid Alert System for Food and Feed (RASFF) information issued by EU member states for imports of products not of animal origin has been developed by the FSA . The frequency of notifications for particular hazards and commodities from specific third countries allows them to see how they might influence the Commissions consideration for changes to the high risk food/ feed lists. The FSA regularly update the UK ports by identifying a number of products that have been subject to several RASFFs over time. This information has been invaluable to PHAs when considering which products to target for sampling/ analysis.
- There has been a significant focus on the import of polyamide and melamine plastic kitchenware from China and Hong Kong. This continues to preoccupy Designated Points of Entry and their resources requiring 100% documentary checks and 10% physical checks. PHAs continue to have rejections due to excessive contaminant levels identified. There has been a further amendment to emergency measures for rice/ rice products from China which dictates 100% documentary and physical checks and provision of a CED for all consignments falling within a specified list of CN codes.
- Many Port Health Authorities are again taking part in the national coordinated food sampling programme and the main focus remains on imports. FSA has provided ports with monetary funding to identify and sample regular foodstuffs with no current import restrictions. Some ports are carrying out additional sampling at point of entry to assist the FSA whilst they investigate food incidents inland.
- There are ongoing amendments to the Declaration relating to the EU safeguard measure in relation to food and feed originating in or consigned from Japan. The introduction of submitting CEDs alongside the 100% document check with random physical checks are diligently being made. There is still a significant amount of Japanese consignments coming to the UK with minimum rejections being recorded but no mention of this Decision being repealed.
- The amount of organic produce coming through UK ports remains significantly high.
- EUROLEX, TRACES and GRAIL remain invaluable sources of information and RASFF notifications to keep up to date with authorised signatures and other information.

## **14 07 (03) Annual Report for 2013 – 2014**

### **APHA Airports Committee**

The Airport committee met three times during the period of May and October 2013 and January 2014.

In general the meetings continue to provide a useful forum for members to discuss common issues of interest and formulate views on new and changing circumstances particularly within the imported food and infectious disease control areas and how these affect the UK's airports.

The move of all of the committee meetings to one day events held at Chadwick House is generally seen to be a positive move that will hopefully correspond to an increase in attendance and APHA membership.

Topics covered at the meetings have been widespread and varied, as can be seen below:

- International Health Regulations
- Management of illness onboard aircraft
- Water sampling on aircraft
- Training
- The knowledge Hub – setting up of a Port Health Group
- Membership and attendance at the meetings

#### Consultations covered included:

- Response to the consultation on the Health Protection (ships and aircraft) Regulations
- Liaison regarding CAPSCA, AIRSAN and IATA projects on aircraft hygiene and infectious disease controls
- Consultation on proposed EU changes to 882/2004
- Consultation on the draft of the Food Safety and Hygiene (England) Regulations 2013
- Changes to EU Regulations 669/2009

Geoffrey Smith - Secretary

# APHA PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>14 08</b>
<b>Person Responsible:</b>	<b>Lynnette Crossley, Val Cameron, Bill Arnold</b>
<b>Title:</b>	<b>Future Technical Arrangements for APHA</b>
<b>Reference Documents:</b>	<b>14 08</b>

### Summary:

This year the attendance at Technical Committee Meetings has been poor. The AGM wishes to debate a different strategy to encourage more people to participate in these events. Lynnette Crossley, one of the Committee Secretaries will outline some of the difficulties encountered this year, together with introducing some new ideas for the future.

Following on from this element of meeting arrangements Dr Val Cameron will outline plans to introduce an Operational Board of Port Health Officers to underpin the Technical elements of the Profession.

Terms of Reference for this proposed board:-

**Aim** – The aim is to create an Operational Board of officials employed in seaports and airports to underpin the technical work of the APHA Executive Board and to encourage engagement between management, political and operational aspects of port health activity in the UK.

### **Terms of Reference -**

- The Operational Board (OB) will be constituted of 3 officials from each of the APHA technical working groups.
- The OB will elect a Chairperson from its number who will also sit on the APHA Executive Board to provide advice and information.
- The OB will elect a secretary from its numbers who will liaise with the OB Chairman to plan meeting dates, agendas etc. and liaison with the Executive Board.
- The OB will meet at least three times per year.
- Meetings may be conducted through electronic means, video conferencing, social media etc.
- The OB will lead on the needs assessment of training and development for operational staff in seaports and airports.
- Funding will be provided to the OB by the APHA Executive Board as required.

The third element of this debate involves the PLaN groups and the opportunity to involve these groups more into the work of the Association. The Overview and Scrutiny Committee have responsibility for these groups and the secretary Bill Arnold will outline the ideas for the greater involvement of the PLaN groups for the future.

If agreement can be reached at the AGM on these proposed new technical meeting arrangements, then they can be implemented immediately to form the basis of the APHA Business Plan for 2015.

### Recommendations:

### Comments:

Actions:	Date:	Person Responsible:
	9/9/14	LC/VC/BA

# APHA PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>14 09</b>
<b>Person Responsible:</b>	<b>John Robinson &amp; Bill Arnold</b>
<b>Title:</b>	<b>Proposed changes to the Articles of Association &amp; Operating Arrangements</b>
<b>Reference Documents:</b>	<b>14 09</b>

### Summary:

During the last AGM in Newquay, revised Articles of Association were introduced to the membership. These revised Articles were described as 'work in progress' and further revisions would take place this year. These revisions are placed before the AGM for debate and adoption.

The principle changes involve quorate numbers for the Executive and Overview and Scrutiny Committee.

Desirable that the Chairman of the APHA Executive Board and the Overview and Scrutiny Committee do not come from the same Port Health Authority.

- Introduction of a card system for voting at the AGM
- Harmonisation of the Articles of Association and the Operating Arrangements
- In addition, the Company Secretary requests the higher figure of £2,000 expenditure in one single transaction be allowed, rather than £1,000 currently.

Many thanks to the members of the Overview and Scrutiny Committee for all the hard work in revising these documents.

### Recommendations:

### Comments:

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	9/9/14	JR/BA

# APHA PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>14 10</b>
<b>Person Responsible:</b>	<b>Gary Cooper</b>
<b>Title:</b>	<b>Company Secretary Report</b>
<b>Reference Documents:</b>	<b>14 10 (01)(02)</b>

### Summary:

This item includes the proposed administration arrangements between the CIEH and APHA.

The Annual Financial Report and Audited Accounts.

Membership Renewal

Employment of staff for APHA Communication, Website and Forum.

Date and Location of Meetings of the Executive and Overview & Scrutiny Committee.

### Recommendations:

### Comments:

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	9/9/14	GC

## Company Secretaries Report

Firstly I would like to thank you all for continued support of the Association. Things continue to change, some things have been a success, others less so, we are determined to provide that the needs of the membership will be better met. The work that the association has been conducting during the course of the last year is briefly outlined in this report.

### Finances

The financial performance this last year has been disappointing as you have seen from the financial papers that have been circulated. It is hoped that this can be improved upon in the coming year by attracting members to join the association and by securing financial assistance from other agencies to allow the work of the association to continue.

The board are looking at new income streams such as offering topical training and applying to government departments for resources to allow APHA to undertake specific pieces of work on their behalf. Such resources will generate the additional income that will enable the work of the technical committees to be supported appropriately.

Further to this you will be aware that a delegation of APHA members is visiting the House of Commons on Tuesday the 9<sup>th</sup> of September. The purpose of this visit is not only to meet with MP's that have air and sea ports within their constituencies highlighting the importance of the work to the UK that you all carry out on a day to day basis at our ports, but to seek funding to assist with the daily operation of the association.

### Technical Committees

The important work of each of the four technical committees continues as other government agencies continue to seek to engage with the association. I am aware that there was concern, that following our recent difficulties, government would no longer value the input of the association through its technical committees, on matters involving our ports. I would like to stress that this is not the case and other agencies still seek and value input from the association as you can see from the evidence given in the secretaries' annual reports.

We will continue to try alternative arrangements for the technical committees the board are taking heed of feedback following recent trials and will facilitate change in order to attempt to allow more members to attend in person, or participate via conferencing media the important work of the technical committees has to continue. The recent trial where committee meetings were held simultaneously in the morning and training provided in the afternoon was not the success that was hoped. Discussions have been taking place to try alternatives to this format it seems that the most popular format would be that of holding the committee meetings not simultaneously but the BIP and Imported Food and Feed together, and then the Environmental Health and Hygiene and Airports committee either before or after this.

Thank you to the secretaries and under secretaries of the technical committees, without whose excellent work the association would be unable to adequately represent the membership.

### PLaN Groups

I would also thank the secretaries of the Port Liaison Groups these being the Northern, Scottish, Welsh, South Western and Eastern groups. These groups continue to meet frequently to discuss local issues, arrange joint training initiatives and have some very interesting speakers attending some of these meetings. The dates and venues for each of these meetings once available are posted in the member's area of the APHA website as are the minutes and agendas.

### Website and Forum

Communication is crucial to ensure success, this has been recognised by the board and we have started investigating ways in which we can facilitate improved communications and intelligence sharing between all our members, and potentially other agencies and stakeholders. The board have agreed the introduction of APHA's own custom built forum, where all of our officers will be able to share experiences ask questions, share other information and share documents that can be uploaded to the forum site with each other.



This forum will go live on the release of the new website that is currently under construction, which has taken a long time to develop due to circumstances beyond our control. The board will endeavour to deliver this for you as our members, as soon as possible.

## **SHIPSAN**

The association continue to deliver to The SHIPSAN Project with our partners. The project leads continue to indicate that they are highly satisfied with the quality of the work that APHA is providing. The Chartered Institute of Environmental Health continue to collaborate with us on the SHIPSAN project delivering jointly for the project.

Last year I informed you that number of trainers from within the association had been identified to receive training to enable training material to be delivered for the project. 2 officers from APHA have been involved so far in delivering training on behalf of SHIPSAN, Andrea Smith (Manchester PHA and David Robertson (Cornwall PHA), 5 officers attended a training session in Athens during February receiving instruction on how to carry out ship inspections following the SHIPSAN protocols. The feedback received following this event was really positive in general. Further to this advanced water system training for trainers was delivered earlier this year, one of APHA's officers attended this training, this knowledge will be passed onto the wider membership by training events that will be arranged during the course of the coming year. You will all be kept informed of future dates of training events for our port health inspectors once these have been set they will be well publicised. If you have not yet registered your staff as users of the Shipsan data base, can I urge you do this on your return to work?

If you require any assistance with regards this please contact the association and we will endeavour to give what assistance you require.

## **Partnerships**

As announced during last year's conference in Newquay the board were about to have discussion with the CIEH around the levels of administrative support that they were able to offer the APHA. These discussions have been taking place throughout the course of the past 12 months progress has been slow, necessarily so whatever both parties agree must be sustainable, and to the mutual benefit of both parties.

The position so far is that the associations registered address has been changed at Companies house to reflect that we are now operating out of Chadwick Court. There is a workstation with a computer and telephone provided for the use of APHA officials when attending the building on APHA business.

The board are now considering other administrative services that may be sourced from the CIEH you will be notified at the time when agreements have been reached with regards these issues. What we do realise is that the membership needs a central point of contact where information can be sought with an acceptable response time. A central point for all enquires to be channelled through, with dedicated phone lines and internet addresses. The CIEH are being very understanding and helpful in assisting us to fulfil this aspiration that will allow the associations business to be run much more effectively. Thank you to members of the board and colleagues at the CIEH who are participating in these discussions which will hopefully reach a satisfactory conclusion for the initial phase.

The board are currently investigating the viability of making a part time appointment that will provide some of the services previously mentioned to assist in the day to day operation of the association, it is my opinion that this appointment is crucial at this time. As the majority of you are aware the association for the past two years has been operating without any dedicated officials to support its activities, relying on the good will of a number of local authorities and their staff to allow the association to continue. This position cannot be allowed to continue as it was always intended to be a short time stop gap whilst some recovery was made.

On a positive note there have been some improvements made over the past two years allowing the association to move forward with confidence with robust governance in place thus preventing history repeating itself.

## **Nominations for Executive Board and Overview and Scrutiny Committee**

Nominations were requested for representatives from the membership to sit on both the Executive Board and the Overview and Scrutiny Committee. Following receipt of these nominations it was not necessary to hold any elections as none of the positions had more than one nominee.

The following people now constitute these two groups.

### **Executive Board**

John Robinson	Manchester PHA	National Officer
Sandra Westacott	Southampton PHA	National Officer
Hugh Barrett	Manchester PHA	Elected Member
Gary Cooper	Cornwall PHA	Officer
Geoffrey Brown	Cornwall Council	Elected Member
Valerie Cameron	Guernsey	Channel Islands
Brian Lawrie	South Ayrshire	National Officer
Ron Abbey	Mersey PHA	Elected Member
Patrick McCarthy	Belfast City Council	Chairman
Laurence Dettman	Hull & Goole PHA	National Officer
Jacqui Rayment	Southampton CC	Elected Member
John Warman	Swansea Bay PHA	Elected Member

### **Overview and Scrutiny Committee**

Keith Morley	Manchester PHA	Chairman
John Lee	Highland Council	National Officer
Bill Arnold	Swansea Bay PHA	National Officer
Brenda Forster	River Tees PHA	Elected Member
Andrew McClenaghan	Belfast City	National Officer
Paul Kimber	Weymouth	Elected Member
Gary Gould	RAF	Associate Member

In conclusion I would like to express my thanks and the gratitude of APHA to these authorities and individuals without whose assistance we may well have not been hosting the 115<sup>th</sup> APHA annual conference. Can I also make a plea to those member authorities and individuals who may not have been active for a while within the association that they do take their part in ensuring the success of the association? Any success that APHA has in the future will not be attributable to an individual nor to a small group of people that meet every few months, but about the whole membership taking part and contributing.

Gary Cooper  
APHA Company Secretary

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**UNAUDITED DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2014**

These financial statements have not been audited as the company is exempt under s477 of the Companies Act 2006 from the requirement to obtain an audit of its financial statements.

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**COMPANY INFORMATION**

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**DIRECTORS** J Curnow (appointed 27 August 2010 & resigned 8 February 2013)  
I Bratty (appointed 8 September 2010)  
G Cooper (appointed 8 September 2010)  
J Robinson (appointed 8 September 2010)  
J G Slee (appointed 8 September 2010)

**REGISTERED NUMBER** 02346876

**REGISTERED OFFICE** Chadwick Court  
15 Hatfields  
London  
SE1 8DJ

**ACCOUNTANTS** Bishop Fleming LLP  
Chartered Accountants  
Chy Nyverow  
Newham Road  
Truro  
Cornwall  
TR1 2DP

**BANKERS** HSBC Bank plc  
46 Market Street  
Falmouth  
Cornwall  
TR11 3AA

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

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**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 MARCH 2014**

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The directors present their report and the financial statements for the year ended 31 March 2014.

**PRINCIPAL ACTIVITIES**

The principal activity of the company in the year was promoting port health in the UK by assisting its members in the provision of consistent, high quality services for the protection of public, animal and environmental health.

**DIRECTORS**

The directors who served during the year were:

J Curnow (appointed 27 August 2010 & resigned 8 February 2013)  
I Bratty (appointed 8 September 2010)  
G Cooper (appointed 8 September 2010)  
J Robinson (appointed 8 September 2010)  
J G Slee (appointed 8 September 2010)

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board and signed on its behalf.

**G Cooper**  
Director

Date:

Chadwick Court  
15 Hatfields  
London  
SE1 8DJ

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF  
THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF ASSOCIATION OF PORT HEALTH  
AUTHORITIES  
FOR THE YEAR ENDED 31 MARCH 2014**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Association of Port Health Authorities for the year ended 31 March 2014 which comprise the Profit and loss account, the Balance sheet and the related notes from the company's accounting records and from information and explanations you have given to us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/regulations](http://icaew.com/regulations).

This report is made solely to the Board of directors of Association of Port Health Authorities, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Association of Port Health Authorities and state those matters that we have agreed to state to the Board of directors of Association of Port Health Authorities, as a body, in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Association of Port Health Authorities and its Board of directors, as a body, for our work or for this report.

It is your duty to ensure that Association of Port Health Authorities has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the company's assets, liabilities, financial position and loss. You consider that Association of Port Health Authorities is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of Association of Port Health Authorities. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**Bishop Fleming LLP**

Chartered Accountants

Chy Nyverow  
Newham Road  
Truro  
Cornwall  
TR1 2DP

Date:

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2014**

	Note	2014 £	2013 £
<b>TURNOVER</b>	1	<b>95,364</b>	<b>103,217</b>
Cost of sales		<u>(51,842)</u>	<u>(33,706)</u>
<b>GROSS PROFIT</b>		<b>43,522</b>	<b>69,511</b>
Administrative expenses		<u>(43,717)</u>	<u>(41,003)</u>
<b>OPERATING (LOSS)/PROFIT</b>	2	<b>(195)</b>	<b>28,508</b>
Interest receivable and similar income		<u>6</u>	<u>14</u>
<b>(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>(189)</b>	<b>28,522</b>
Tax on (loss)/profit on ordinary activities		<u>-</u>	<u>-</u>
<b>(LOSS)/PROFIT FOR THE FINANCIAL YEAR</b>	7	<b>(189)</b>	<b>28,522</b>

The notes on pages 5 to 7 form part of these financial statements.



**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)  
REGISTERED NUMBER: 02346876**

**BALANCE SHEET  
AS AT 31 MARCH 2014**

	Note	£	2014 £	£	2013 £
<b>FIXED ASSETS</b>					
Tangible assets	3		2,047		2,614
<b>CURRENT ASSETS</b>					
Debtors	4	48,713		29,562	
Cash at bank and in hand		43,279		68,162	
		<u>91,992</u>		<u>97,724</u>	
<b>CREDITORS: amounts falling due within one year</b>	5	<b>(65,458)</b>		<b>(71,568)</b>	
<b>NET CURRENT ASSETS</b>			<b>26,534</b>		<b>26,156</b>
<b>NET ASSETS</b>			<b>28,581</b>		<b>28,770</b>
<b>CAPITAL AND RESERVES</b>					
Profit and loss account	7		28,581		28,770
			<u>28,581</u>		<u>28,770</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2014 and of its loss for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

**G Cooper**  
Director

Date:

The notes on pages 5 to 7 form part of these financial statements.

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

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**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.2 TURNOVER**

Turnover comprises revenue recognised by the company in respect of subscriptions and services supplied during the year, exclusive of Value Added Tax and trade discounts.

**1.3 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant and machinery	-	25% reducing balance
Fixtures and fittings	-	15% reducing balance
Computer equipment	-	33% on cost
Website	-	33% on cost

**2. OPERATING (LOSS)/PROFIT**

The operating (loss)/profit is stated after charging:

	2014	2013
	£	£
Depreciation of tangible fixed assets:		
- owned by the company	1,669	919
	<u>1,669</u>	<u>919</u>

During the year, no director received any emoluments (2013: £NIL).

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**3. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Other fixed assets £	Total £
<b>COST</b>					
At 1 April 2013	145	1,035	8,849	3,331	13,360
Additions	-	-	1,102	-	1,102
At 31 March 2014	145	1,035	9,951	3,331	14,462
<b>DEPRECIATION</b>					
At 1 April 2013	114	788	8,534	1,310	10,746
Charge for the year	8	37	525	1,099	1,669
At 31 March 2014	122	825	9,059	2,409	12,415
<b>NET BOOK VALUE</b>					
At 31 March 2014	23	210	892	922	2,047
At 31 March 2013	31	247	315	2,021	2,614

**4. DEBTORS**

	2014 £	2013 £
Trade debtors	47,222	18,610
Other debtors	1,491	10,952
	<u>48,713</u>	<u>29,562</u>

**5. CREDITORS:  
AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014 £	2013 £
Trade creditors	4,721	2,158
Other taxation and social security	10,731	14,251
Other creditors	50,006	55,159
	<u>65,458</u>	<u>71,568</u>

**6. COMPANY STATUS**

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the company in the event of liquidation.

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

---

**7. RESERVES**

	<b>Profit and loss account £</b>
At 1 April 2013	<b>28,770</b>
Loss for the financial year	<b>(189)</b>
At 31 March 2014	<b>28,581</b>

**8. CONTROLLING PARTY**

The company is under the control of the board of directors.

DRAFT

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2014**

	Page	2014 £	2013 £
<b>TURNOVER</b>	9	95,364	103,217
Cost of sales	9	(51,842)	(33,706)
<b>GROSS PROFIT</b>		<u>43,522</u>	<u>69,511</u>
Gross profit %		45.6 %	67.3 %
<b>LESS: OVERHEADS</b>			
Administration expenses	9	(43,717)	(41,003)
<b>OPERATING (LOSS)/PROFIT</b>		<u>(195)</u>	<u>28,508</u>
Interest receivable	9	6	14
<b>(LOSS)/PROFIT FOR THE YEAR</b>		<u><u>(189)</u></u>	<u><u>28,522</u></u>

DRAFT

**ASSOCIATION OF PORT HEALTH AUTHORITIES  
(A COMPANY LIMITED BY GUARANTEE)**

**SCHEDULE TO THE DETAILED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2014**

	2014 £	2013 £
<b>TURNOVER</b>		
Subscriptions	37,640	45,365
Conference fees	43,567	30,210
Project income	6,974	15,612
Border inspection post fees	7,183	12,030
	<u>95,364</u>	<u>103,217</u>
	2014 £	2013 £
<b>COST OF SALES</b>		
Conference costs	40,360	18,696
Project expenses	6,606	10,783
Meetings and delegations	4,876	4,227
	<u>51,842</u>	<u>33,706</u>
	2014 £	2013 £
<b>ADMINISTRATION EXPENSES</b>		
Consultancy	-	15,799
Printing, postage and stationery	597	820
Telephone	80	1,158
Computer software	269	110
Advertising and promotion	1,255	4,253
Website hosting	340	447
Legal and professional	1,500	2,629
Administration expenses	9,105	3,726
Accountancy and bookkeeping	18,339	7,030
Equipment hire	-	33
Bank charges	109	170
Bad debts	6,635	-
Sundry expenses	89	174
Rent	3,730	3,735
Depreciation - plant and machinery	8	11
Depreciation - computer equipment	525	160
Depreciation - website	1,099	704
Depreciation - fixtures and fittings	37	44
	<u>43,717</u>	<u>41,003</u>
	2014 £	2013 £
<b>INTEREST RECEIVABLE</b>		
Bank interest receivable	6	14

# APHA PORT HEALTH AUTHORITY

## Executive Summary

<b>Agenda Item:</b>	<b>14 11</b>
<b>Person Responsible:</b>	<b>Pat McCarthy</b>
<b>Title:</b>	<b>Close of Meeting</b>
<b>Reference Documents:</b>	<b>14 11</b>

### Summary:

Depending on the time of closure of the meeting, elected members may need to leave the AGM prematurely to attend a reception at the House of Commons.

If this departure occurs before the end of the AGM can members please leave quietly, so as not to disturb the AGM.

### Recommendations:

### Comments:

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	9/9/14	PMcC