

**Minutes of the APHA Executive Board Meeting  
Wednesday, 14 January 2015, Manchester Town Hall - 10:30**

<b>EB 15/01 List of Attendees</b>		Person Responsible
<p>List of Attendees: Pat McCarthy John Warman Jacqui Rayment Sandra Westacott Val Cameron Laurence Dettman Keith Morley Bill Arnold Mercola Douglas John Robinson Andrea Smith Karen White Steve Hunt</p> <p>Minutes taken by: John Robinson</p>	<p><b>Authority</b> Belfast City Council, Chairman APHA Executive Board Swansea Bay Port Health Authority, Vice Chairman Southampton Port Health Authority Southampton Port Health Authority States of Guernsey Hull &amp; Goole Port Health Authority Manchester PHA, Chairman of Overview &amp; Scrutiny Swansea Bay Port Health Authority Mersey Port Health Authority Manchester Port Health Authority Manchester Port Health Authority Cornwall Port Health Authority Newport PHA</p>	<p>PMc JW J Ray SW VC LD KM BA MD JR AJS KW SH</p>
<b>EB 15/02 Apologies for Absence</b>		Person Responsible
<p>Brian Lawrie Hugh Barrett Gary Cooper Ron Abbey Andrew McClenaghan Geoff Brown John Lee Paul Kimber</p>	<p>South Ayrshire Manchester Port Health Authority Cornwall Port Health Authority Mersey Port Health Authority Belfast City Council, Overview &amp; Scrutiny Committee Cornwall Port Health Authority Highland Council Weymouth PHA</p>	
<b>EB 15/03 Minutes of Previous Meeting 15 October 2014</b>		Person Responsible
<p>Chairman: called for accuracy and acceptance Proposed: VC Seconded: KM JRay: wanted to record a candid thanks to recognise all the work done since APHA Executive had last met. PMc: it was his intention to welcome everyone to APHA, to feel involved and take the Association forward.</p>		
<b>EB 15/04 Matters arising from the Minutes, not on the Agenda</b>		Person Responsible
<p>PMc: invited JR to deliver the minutes with the appropriate sections to be discussed. <i>EB14/46</i>: APHA financial report October 2014: despite attempts to visit Cornwall to clarify accounts not proved possible. JR then composed a series of questions for Cornwall that KW and GC had successfully answered in a report circulated to members in November 2014. The aim is that cash held by the Association will be in the region of £29,500 by the 1<sup>st</sup> April 2015. <u>Update on CIEH/APHA administration:</u> Following the decision taken by the APHA Executive at the meeting of the 15 October 2014, a decision was taken to visit the CIEH to discuss ways in which the two organisations can work together.</p> <p>Meeting finally took place on 8 January 2015. VC led for APHA supported by AJS. Graham Jukes led for the CIEH supported by numerous colleagues.</p>		<p>JR</p> <p>VC</p>

Items discussed included conference: GJ agreed to make a donation to APHA as a goodwill gesture.

Partnerships: The NEHB and TIFSIP had started successfully and APHA will have members on both. Agreed to have continued relations through the policy officers at CIEH.

Administration: Agreed to retain Chadwick Court as the registered office of APHA. All correspondence to be forwarded, unopened to APHA.

CIEH desk at Chadwick Court: Agreed that this would remain and new quote would be forwarded for this provision.

Finances: Annual subscriptions had been handled by CIEH in 2014 leading to a number of problems. Agreed all financial activities should be delivered together to manage better.

Meeting Bookings: A number of meetings took place at the CIEH last year. Rooms booked/food ordered, several meetings cancelled at last minute. One meeting where no-one turned up. Current meeting schedule/regime not working. Thought there should be more availability for video conferencing. Another survey to consult with membership perhaps?

CIEH had been given lots of dates for 2015 and rooms booked. O&S committee booked in at CIEH although believed to be using Union Jack Club instead. Need for clarity. Meeting cancelled without delay asap.

In future all meetings to be coordinated through administration at Manchester. The new website can be used for meeting dates and attendees book through the website.

PMc: Opened up discussion on VC report.

JW: Pleased with what VC had done with AJS. Important we did not sever relationship with CIEH. Perhaps have links with London by hosting meetings there, have someone organising events for the future.

SH: Agreed with JW. Attract those who want to join APHA. Communication is key. Was looking forward to website presentation later. Wanted to support and congratulate those who had made it happen. Delegation had shown fabulous skills, save money through technology.

PMc: The tool needed was the website. Then it was up to membership to form organisation around. That must be the goal.

SW: Reminded meeting, there was a number of important issues for APHA to consider from VC's report.

Appointment of part time web administrator: Agreed after seeing website that obvious need for part-time web administrator, associated with Manchester administration. Job description and costs to be worked up by JR and AJS. Board accepted web master from Manchester. Just need for budget and job description.

Appointment of part time technical officer: Executive appreciate need for a technical officer to co-ordinate the professional aspects of Port Health within APHA. VC and AJS to create job description for distribution around executive for approval.

Management of meeting room bookings: JRay: Management of setting meetings should sit with, Administration. The Executive and O&S meeting dates are set. The Technical meeting dates are not set, or bookings confirmed. Feeling location remains with the CIEH.

LD: Apologies to certain members for arrangements. Not good or viable in circumstances. During last EH&H meeting two people tried to use the teleconferencing facility at CIEH, unable to connect. With the Imported Food meeting only one person turned up. The role of technical meetings for the future needs examining.

Continued role with CIEH: BA: What is the point of the CIEH desk? Why do we need office in London, after decision taken by executive in 15 October 2014 meeting.

LD/SW

<p>Paperwork/documentation stored at CIEH. No room at Manchester for this. MD stated that Mersey had donated historical papers to the Liverpool museum suggested APHA do the same.</p> <p>VC: problem of storage of APHA material. Debate took place over strategy to relocate material elsewhere.</p>	
<p><b>EB 15/05 &amp; 06 Minutes of Overview &amp; Scrutiny Meeting</b></p>	<p>Person Responsible</p>
<p>BA: asked to concentrate on aspects not already discussed in executive minutes.</p> <p>O&amp;S supported the decision taken by the Chairman to hold a pre-meeting of elected members prior to the Executive meeting of the 15 October 2014.</p> <p>Very disappointed with the accounts as presented that day and non-appearance of Company Secretary. Endorsed view expressed that any action taken by the board should comply with the agreed 'Articles of Association' and 'Operating Arrangements' documents.</p> <p>Need to update the directors of the Association for Companies House.</p> <p>Membership: Fundamental for the continuance of the Association that APHA has a clear picture of which authorities have re-joined, those that have not re-joined or even been a member. Responsibility to implement a membership drive should be defined immediately. In short a database of membership.</p> <p>O&amp;S would like to see a report on mechanism for becoming an associate member or honorary membership.</p> <p>JR to undertake this function.</p> <p>Finally, O&amp;S want to see payment to Gary Gould as agreed by Gary Cooper.</p> <p>PMC: Had already indicated any outstanding expenditure afforded to Gary Gould would be honoured in the next financial year, as he wished.</p>	<p>JR</p>
<p><b>EB 15/07 Revised Financial Report</b></p>	<p>Person Responsible</p>
<p>PMC: welcomed KW to the meeting and thanked her for coming from Cornwall. The notes proved very helpful.</p> <p>KW stated that although the Profit &amp; Loss account looked rather bleak as at 31 December 2014, it is important to remember that APHA have not yet invoiced for membership fees. This will be done in February 2015 and shown in the accounts for this financial year. It is reasonable to expect at least £40,000 in additional membership income.</p> <p>The bank balances as of 31 December 2014 stand at £29,028.53.</p> <p>A debate took place over the financial management during 2014. Agreed that Cornwall would manage subscriptions this financial year, with invoices to be sent out end of January 2015, for payment by 1 April 2015. KW to invoice all Port Health Authorities in the country.</p> <p>SW: Acknowledged the professionalism shown by KW in handling the APHA accounts.</p>	<p>KW</p>
<p><b>EB 15/08 Chairman's letter and initiatives for fund raising for APHA</b></p>	<p>Person Responsible</p>
<p>The Chairman outlined his letter and strategy contained within the letter. Members welcomed the initiative to try and create an income stream for APHA.</p> <p>KM thought APHA would not get much support this side of the General Election, but it provided an opportunity to be ready once we know the outcome and who was in power. The two under-secretaries agreed to look at the content and add appropriately wherever necessary. Task to be complete by next meeting.</p>	<p>SW/LD</p>

<b>EB 15/09 Launch of APHA website and resource implication</b>	<b>Person Responsible</b>
<p>AJS gave a quick resume of the new website and strategy behind the website. Introduced the basic pages, text needs revising. Website layout developed. Revision of text out of scope but now needs reviewing by all.</p> <p>Facebook account, twitter account and flicker account now available for use.</p> <p>As usual the site will only be as good as the information we get. Crying out for photographs, especially aircraft and airports.</p> <p>BA: wanted to thank Manchester team, especially Andrea and the web designer. Need for forum is vital.</p> <p>SH: Thought it was the tool to sell the organisation crucial to keep website current. Send MP's and elected members links.</p> <p>PMc: The new website demonstrates what APHA has been missing. Now we have a tool to provide information for all the membership. Already sanctioned money for upkeep of site with webmaster engaged. Everyone must help and provide information to build on what we have achieved. Endorsed sentiment of meeting and offered his thanks to Andrea and her colleagues for delivering the website.</p>	<p>ALL</p> <p>AJS</p>
<b>EB 15/10 Media Policy and Responsibility for Communications</b>	<b>Person Responsible</b>
<p>JR was asked to outline the media policy and how it had evolved. Became obvious when Manchester took over the administration in November, that someone must take responsibility for agreeing to publish documents on the APHA website.</p> <p>Recommend for technical issues that should be the two under-secretaries, Lawrie Dettman and Sandra Westacott. Both agreed to work with the administration team.</p> <p>For political issues, responsibility should rest with the Chairman.</p> <p>Meeting agreed.</p> <p>The document, like the website is live and will evolve during the year. JR to keep membership informed of progress.</p>	<p>JR</p> <p>PMc</p>
<b>EB 15/11 Progress with APHA Conference: Evolution – Adapting to Change</b>	<b>Person Responsible</b>
<p>Mercola Douglas gave a comprehensive presentation on the forthcoming conference proposals. This involved the proposed venue, proposed theme, 'Evolution, Adaption to Change', conference sessions and format, conference costs, speakers and sponsorship.</p> <p>The report was very well received by the Executive and representatives of the Overview and Scrutiny Committee. Members decided the progress status report should become a template utilised for future planning APHA conferences and agreed the full package (3 day, 3 nights and events) charge, set at £700. There will be an early bird booking reduction set at £650 (8% total reduction). Members also agreed Mersey Port Health Authority will deal with the conference 2015 finances on behalf of APHA, pending the conclusion of the conference.</p>	<p>MD</p>
<b>EB 15/12 Creation of the APHA Operational Board</b>	<b>Person Responsible</b>
<p>VC outlined her report on the creation of this APHA Operational Board. Email gone out first week in January with Terms of Reference. Deadline by the 31 January 2015.</p> <p>LD: Not sure where this Operational Board will sit within APHA. Would not like to see the end of technical committee structure, but current system is not working.</p> <p>VC: Designed to be decision making body on front line activities. Chair would be attending the APHA Executive and engaging with the board to make technical changes. Introduce training courses, re-fresher courses using electronic media. Online training, rather than travelling to venues.</p> <p>JW: With government cutbacks, no funding for travelling, demoralising. Must find a way forward.</p> <p>SH: Minimalistic, easy to achieve, time is precious; Thought APHA were professional already.</p> <p>PMc: Agree with sentiment. Create Q and A section on website.</p> <p>AJS: Agree with LD that training electronically viable, especially from abroad.</p>	

<p>LD: Announced he would be retiring March 2016.          PMc: What do you think is the value/way forward for technical committees?          LD: Along the lines outlined earlier. Use electronic means, but make sure it works.          E-Learning, physical training, forums, engagement with the profession.          MD: Offered to share the Mersey PHA training courses with APHA.          SW: Similar, hosting a South West PlaN Group trial.          Meeting agreed this was a way forward.          LD and SW to look at future of technical committee and report to Executive at next meeting.</p>	LD/SW
<p><b>EB 15/13 Any Other Business</b></p>	<p>Person Responsible</p>
<p>LD: Introduced a paper on proposed increases in ship Sanitation Charges for 2015. 1.5% increase to take into account inflation.          Adopted by the meeting. Implementation from the 1 April 2015.</p> <p>JRay: Asked if April Executive Board could start at 12:30 to enable her to stay for duration of the meeting. Agreed.</p> <p>LD: Brought to attention of meeting, the other APHA, now using the title APHA, agreed LD would write to Animal and Plant Agency.</p>	<p>LD</p> <p>LD</p>
<p>Meeting finished at 16:00</p>	
<p>Next meeting scheduled for Manchester Town Hall on:-</p> <p><b>Wednesday, 15 April 2015, commencing at 12:30pm in Room 301</b></p>	