

AGENDA OF APHA EXECUTIVE BOARD MEETING
15th April 2015, Manchester Town Hall
Room 301 at 13:00 hrs.

EB 15/14	List of Attendees	
EB 15/15	Apologies for absence	
EB 15/16	Minutes of previous meeting 14 January 2015	
EB 15/17	Matters arising from the Minutes, not on the Agenda	
EB 15/18	Reappointment of Pat McCarthy as an Associate Member of APHA	
EB 15/19	Minutes of Overview & Scrutiny meeting, 28 January 2015	
EB 15/20	Appointment as an Associate member Gary Gould	
EB 15/21	Operational Board	
EB 15/22	APHA Accounts Budget and Year End 2014-2015	
EB 15/23	Conference Update and Costings	MD
EB 15/24	Conference 2016	SW/JRay
EB 15/25	Continuation with APHA Admin in Manchester	JR
EB 15/26	Communications Strategy	BA
EB 15/27	Any Other Business	



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 16
Person Responsible:	John Robinson
Title:	Minutes of Previous Meeting, 14 January 2015
Reference Documents:	15 16 (01)

Summary:

The minutes from the meeting of the 14 January 2015 are included for Executive member's consideration.

Recommendations:

Members accept these minutes, agree via email and take appropriate action.

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	JR

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

EB 15/01 List of Attendees		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>Authority 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 & Goole Port Health Authority Manchester PHA, Chairman of Overview & Scrutiny Swansea Bay Port Health Authority Mersey Port Health Authority Manchester Port Health Authority Manchester Port Health Authority Cornwall Port Health Authority Swansea Bay Port Health Authority</p>	<p>PMc JW J Ray SW VC LD KM BA MD JR AJS KW SH</p>
EB 15/02 Apologies for Absence		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 & Scrutiny Committee Cornwall Port Health Authority Highland Council Weymouth PHA</p>	
EB 15/03 Minutes of Previous Meeting 15 October 2014		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>		
EB 15/04 Matters arising from the Minutes, not on the Agenda		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 1st April 2015. <u>On agenda 15/22</u> <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>JR VC</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.

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. On agenda 15/25

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. On agenda, comms strategy 15/26

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.

<p>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.</p> <p><u>Continued role with CIEH</u>: 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. 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>	LD/SW
<p>EB 15/05 & 06 Minutes of Overview & Scrutiny Meeting</p>	Person Responsible
<p>BA: asked to concentrate on aspects not already discussed in executive minutes. O&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. Need to update the directors of the Association for Companies House. <u>By July meeting</u></p> <p>O&S asked for the 'Media Protocol' to be included in a 'communications strategy' which could also cover the website arrangements, technical committee meetings, PlaN meetings and that decisions taken between the Executive Board meetings are sanctioned by the Chairman.</p> <p>The communications strategy could also include the decision agreed about people representing APHA at external meetings and in responding to consultations etc. <u>On agenda 15/26</u></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. <u>On agenda 15/22</u></p> <p>O&S would like to see a report on mechanism for becoming an associate member or honorary membership. <u>By July meeting</u> JR to undertake this function.</p> <p>Finally, O&S want to see payment to Gary Gould as agreed by Gary Cooper. PMc: Had already indicated any outstanding expenditure afforded to Gary Gould would be honoured in the next financial year, as he wished.</p>	JR
<p>EB 15/07 Revised Financial Report</p>	Person Responsible
<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 & 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 January 2015 and shown in the accounts for this financial year. It is reasonable to expect at least £40,000 in additional membership income.</p>	KW

<p>The bank balances as of 31 December 2014 stand at £29,028.53. <u>On agenda 15/22</u></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. SW: Acknowledged the professionalism shown by KW in handling the APHA accounts.</p>	
<p>EB 15/08 Chairman's letter and initiatives for fund raising for APHA</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>
<p>EB 15/09 Launch of APHA website and resource implication</p>	<p>Person Responsible</p>
<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. Facebook account, twitter account and flicker account now available for use. As usual the site will only be as good as the information we get. Crying out for photographs, especially aircraft and airports. BA: wanted to thank Manchester team, especially Andrea and the web designer. Need for forum is vital. SH: Thought it was the tool to sell the organisation crucial to keep website current. Send MP's and elected members links. 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. <u>On agenda 15/25</u></p>	<p>ALL AJS</p>
<p>EB 15/10 Media Policy and Responsibility for Communications</p>	<p>Person Responsible</p>
<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. For political issues, responsibility should rest with the Chairman. Meeting agreed. The document, like the website is live and will evolve during the year. JR to keep membership informed of progress. <u>On agenda 15/26</u></p>	<p>JR PMc</p>
<p>EB 15/11 Progress with APHA Conference: Evolution – Adapting to Change</p>	<p>Person Responsible</p>
<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</p>	<p>MD</p>

<p>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. <u>On agenda 15/23</u></p>	
<p>EB 15/12 Creation of the APHA Operational Board</p> <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. 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. 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. JW: With government cutbacks, no funding for travelling, demoralising. Must find a way forward. SH: Minimalistic, easy to achieve, time is precious; Thought APHA were professional already. PMc: Agree with sentiment. Create Q and A section on website. AJS: Agree with LD that training electronically viable, especially from abroad. 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. <u>On agenda 15/21</u></p>	<p>Person Responsible</p> <p>LD/SW</p>
<p>EB 15/13 Any Other Business</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>HOSTING THE APHA CONFERENCE: Those authorities wishing to host the APHA conference in 2016 and 2017, should give a presentation at the next meeting of the APHA Executive in April 2015. <u>On agenda 15/24</u></p>	<p>Person Responsible</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>Wednesday, 15 April 2015, commencing at 12:30pm in Room 301</p>	

APHA PORT HEALTH AUTHORITY		
Executive Summary		
Agenda Item:	EB15 18	
Person Responsible:		
Title:	Reappointment of Pat McCarthy as an Associate Member	
Reference Documents:	15 18 (01)	
<p><u>Summary:</u></p> <p>Members of the APHA Executive will recall an email sent on the 17 March 2015, outlining that the current Chairman will need to step down, unless the APHA Executive agreed to make him an Associate Member of APHA.</p> <p>According to the Articles of Association, the Executive could grant Association status to an individual.</p> <p>Article 8: The Executive Board may grant Associate membership of the Association, on such conditions as it may determine, to individuals who agree to contribute to the achievements of the purposes of the Association.</p> <p>Therefore and following the feedback received to the email of the 17 March, I am listing in these papers formal notice to the Executive that Mr Pat McCarthy is being proposed for Associate status of the Association.</p> <p>Councillor Warman, as the Vice Chairman of the Association, should conduct the business of the Association up to this point.</p>		
<p><u>Recommendations:</u></p>		
<p><u>Comments:</u></p>		
Actions:	Date:	Person Responsible:
	15/04/15	



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 19
Person Responsible:	Bill Arnold & Keith Morley
Title:	Minutes of Overview & Scrutiny, 28 January 2015
Reference Documents:	15 19 (01)

Summary:

The minutes of the Overview and Scrutiny Committee are included for information and feedback to the Executive Board.

Matters arising are on page 12 items *Agreed 1, 2, 3 & 4*

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	WA/KM



Item O&S 15/09

Draft Minutes of the Overview & Scrutiny Committee

held at the Union Jack Club, Committee Room

London on 28th January 2015

Present			
Councillors:	Keith Morley (Chairman) Steve Hunt	Manchester Swansea	KM SH
Officers:	Andrew McClenaghan John Lee Bill Arnold	Belfast Highlands Swansea	AM JL BA
O&S 15/01 - Apologies for absence			
Apologies were received from Cllr. Paul Kimber and Gary Gould.			
O&S 15/02 - Minutes of the previous O&S meeting held on 28th January 2015			
<p>a) Agreed as a true record.</p> <p>WA advised that the Executive Board had considered all issues raised by O&S.</p> <p>KM advised that the 'Chair's letter' to MPs will be delayed until after the elections and that next week he will sort through the mailing addresses for both existing and dissenting members. Enquiries are now being received from various bodies for Associate Membership following the new web site going live.</p> <p>All agreed that the membership must be advised of the great administrative improvements by the team at Manchester since our last meeting.</p> <p>b) Matters arising:</p> <p>1. AM wished it noted that it was good to see that the EB are taking note of O&S comments and that an upbeat letter will be issued with the membership invoices. However it should also be noted that:</p> <ul style="list-style-type: none"> i) Invoices should be issued ASAP as requested by O&S ii) Company House should be given the required information immediately if not already supplied iii) Generally, deadlines are still being missed - this must be remedied. <p>2. SH stressed the need to get the communications strategy right - a glaring example of where APHA has missed an opportunity to lead in this way has been the lack of publicity with the issuance of authoritative guidance regarding Ebola to ports.</p> <p>Work to further improve the web site is needed to attract membership, advertise and market APHA and be more informative and interactive.</p> <p>Agreed that</p> <ul style="list-style-type: none"> i) SH will research teleconference software and contact Andrea Smith again offering assistance regarding the web site. 			

- ii) All future actions decided by the Executive Board should have related deadlines.
- iii) O&S will draft a '**Communications Strategy**' (to include the Media Protocol) for inclusion in the Business Plan appendix to the 'APHA Operational Arrangements'. This will be forwarded to Val Cameron, Laurie Dettman, Sandra Westacott and John Robinson for their input before presentation to the next Executive Board.

O&S 15/03: - Minutes of the Executive Board 14th January 2015

Notes:

1. KM, SH & BA, having attended the Board meeting, reported further on proceedings. KM advised that Runcorn now has a person who for 1 day per week will link with the web master to undertake improvements. He also indicated that he will assist Mercola at Liverpool in trying to secure reduced room hire fees for the 2015 Conference functions.

2. BA advised of his telephone conversation on 27th Jan with JR who confirmed developments since the Executive Board meeting:

- i) Honorary membership issues are being considered and O&S are requested for input to his report to the next Board meeting. Levels of access to APHA documents on the web and e-learning opportunities must be addressed for the various types of membership.
- ii) The Chairman has agreed that all future payments must be sanctioned by JR to tighten the budget controls.
- iii) Agendas, minutes and other papers, forwarded to Andrea Smith, can now be uploaded to the web site.

3. BA also advised that an offer was tabled by Southampton to host the 2016 Conference. He had reminded the Executive of the offer already made by Cllr Kimber to host it at Weymouth.

AM questioned the Operational Board TOR. Nominees will need clearance by their respective Authorities to participate & attend meetings. They should be asked to commit for at least 1 year. The inaugural meeting should be face to face. To resolve the current Technical Committee problems is missing from the TOR. To avoid confusion the report by LD & SW regarding Technical Committees for the next Executive Board should be combined with the report on the Operational Board by VC and the Communications Strategy proposal.

Agreed:

1. **Conferences 2015 & 2016:** O&S wish the work carried out by the teams at Manchester and especially Liverpool to be recognised. There has been an excellent start for the 2015 conference.

2. **Association membership:** O&S would suggest that the Executive Board considers some inducement to dissenting Authorities to re-join. Perhaps £500 for 6 months, or £100 per month trial membership fees to include full access to the web site 'Members' Area'. O&S recognise, however, that this may be difficult to administrate.

3. **Marketing APHA:** This needs to be considered to both generate income via advertising space on our web site and at Conference, and to increase membership. O&S will include this in the draft 'Communications Strategy' mentioned in O&S 15.02 above.

4. **Technical Cttees & 'Operational Board':** Someone needs overall responsibility to co-ordinate such meetings. O&S will include this in the draft 'Communications Strategy' mentioned in O&S 15.02 above.

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 20
Person Responsible:	
Title:	Appointment of Gary Gould as Associate Member
Reference Documents:	15 20(01)

1. Members of the Executive Board are aware that Gary Gould has recently retired from the RAF and is therefore no longer employed by a member organisation of this Association.
2. The Executive Board is also aware of the current number of vacancies at O & S and the unsuccessful effort made to recruit new members to that committee.
3. Gary has been an active and much valued member of O & S until his retirement. The Committee do not wish to lose this input.
4. The Acting Company Secretary recently circulated members of the Executive Board with a request from O & S that Gary is afforded 'Associate Membership' of the Association so that he may continue his role with the Committee.

Favourable responses were received from members supporting this request.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 21
Person Responsible:	TC/TMc
Title:	Operational Board
Reference Documents:	15 21(01)

Summary:

The inaugural meeting of the APHA Operational Board took place in London on the 26 March.

Representatives came from Northern Ireland, Scotland, Wales, Channel Islands and England, to give a real balance of ideas and opinions.

Notes have been provided by Tobin Cook, from Guernsey and Tim McKillen from Belfast will attend the next executive meeting to express the thoughts of the Operational Board.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	TC/TMc

APHA Operational Board Meeting
26th March 2015
Chadwick House, London

Attendees; John Robinson (APHA Executive Board / Manchester Port Health Authority), Lynnette Crossley (Manchester Port Health Authority), Bridget Delahunty (Hull and Goole Port Health Authority), Lorna Reid (Glasgow City Council), Gill Morgan (Swansea Bay Port Health Authority), Ralph M^cAleer (States of Jersey), Tobin Cook (States of Guernsey), Cathy Rirsch (States of Guernsey), Timothy M^cKillen (Belfast City Council), Jo Hackwood (Southampton City Council), Debbie Lewis (via teleconference) (Cornwall Port Health Authority)

Context – Why and Why Now?

This meeting was called to consider the establishment of an Operational Board that would provide a link between members and technical committees with the Executive Board of APHA. As this was essentially the meeting of a working group and as an Operational Board has not been formally constituted, this report presents preliminary findings and discussions.

The results to the 2013 APHA member's survey indicate that systemic change is needed and the Executive Board recognise that some restructuring of the organisation is likely to be necessary. The Operational Board (working group) will report to the Executive Board regarding the outcomes from the meeting of 26th March 2015. Upon presentation of this report to the Executive Board and receipt of feedback, the group will then consider the role of an Operational Board and how this can be carried forward.

Action Points

- Operational Board to agree the content of this report
- Tim M^cKillen to present this report to the Executive Board
- Operational Board to consider feedback from the Executive Board and it will then be formally constituted including appointing a Chair Person and Secretary and agreeing Terms of Reference

Key Areas Highlighted During the Meeting

SCALE AND PRIORITIES: The Operational Board (OB) require clarification from the Executive Board (EB) regarding APHA's overall aims and objectives so that the OB can ensure that its actions inform strategic long-term aims.

The OB can define the scale and priority rating of actions dependent upon this feedback and resources.

The OB can be formally constituted including appointing a Chair Person and Secretary and agreeing Terms of Reference following feedback from the EB.

TECHNICAL COMMITTEES: The benefits of technical committees were acknowledged by the OB and this is supported by evidence from the 2013 members survey.

The OB should, however, consider; Format, Structure, Outputs, of future committees to establish value to attendees, the wider membership and to APHA.

Tim McKillen presented a potential new format for the committees that the OB strongly believe merits further investigation. Consultation with APHA members is also necessary to ensure the viability of these groups.

POLITICAL MEMBERSHIP: Historically members of APHA have had Political representation. The OB recommend review of:

The importance of Political 'figureheads' and the associated value to Port Health Authorities. How to engage/re-engage with Political representatives.

COMMUNICATION: Is the central thread that informs all of the other focal areas highlighted within this diagram.

Enhanced, two-way communications lines must be established;

- Between APHA and Member Authorities
- Between APHA and Individual Members

Consideration must be made to ensure that APHA (and associated outputs) are physically (eg; location) and virtually accessible.

Appraisal of virtual communication including tele and video-conferencing, webinars etc is necessary.

Members should be consulted on geographic preferences for central and regional meetings.

Lines of communication between PlaN, Technical Committees, the OB and the EB to be established.

OB to explore compilation of a database of individual members, Port Health staff and a profile of 'experts' within the association.

Increased visibility within the EHN and 'promotion' of APHA should be explored.

ALTERNATIVE REVENUE STREAMS: New methods of income generation must be explored to ensure that APHA remains financially stable.

This column details possible revenue streams highlighted by the OB. The core concept of 'value for money' for APHA and its members must run through all initiatives.

TRAINING:

- Linked to competence framework
- Review 'gaps' in training provision
- Must be practical, relevant and accessible
- Possible 'entry level' training provision
- If 'core CPD' for food it may be applicable to all EHOs.

CONFERENCES: Location and content to be reviewed and the consideration of use of University facilities

MEMBERSHIP:

- Consideration of individual membership
- Ensuring existing memberships are renewed
- Promoting new membership

ADMINISTRATIVE SUPPORT: The OB agreed that it is imperative that suitable administrative support is provided to APHA to ensure that all the above initiatives/work-streams are suitably underpinned. The OB requests that the EB confirm how support can be provided and recommends that a clerical assistant is employed by APHA.

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 22
Person Responsible:	
Title:	APHA Accounts Budget and Year End 2014-2015
Reference Documents:	15 22(01) 15 22(02)

Summary:

The accounts as produced by Karen White from Cornwall are presented here for members consideration.

In addition, a proposed budget is offered for 2015-2016, for consideration, amendment and adoption.

The budget once adopted can form the basis of the APHA Business Plan.

A document that needs to be presented to the Annual General meeting in September.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	KW

15 22(01) Accounts Budget & Year End 2014-2015

ASSOCIATION OF PORT HEALTH AUTHORITIES	
PROPOSED BUDGET FOR 1st APRIL 2015 TO 31st MARCH 2016	
INCOME	
Membership Fees	£42,440
Conference Fees	£1,000
Training	£0
Other Income	£0
TOTAL INCOME	£43,440
EXPENDITURE	
Admin	£2,000
Accounts & Book Keeping	£10,000
Advertising & Promotion	£1,000
Marketing (APHA Handbook)	£1,500
Consulting	£500
Bank Charges	£240
Office Supplies	£200
Postage	£100
Computers/IT	£1,500
Software	£200
Contingency	£2,000
Reimbursed Expenses	£500
Meetings	
Room hire/catering	£3,500
Travel	£2,000
Subsistence	£1,000
Conference Expenses	£0
Website	
Forum & Plug-ins	£1,000
Maintenance	£12,480
Backup	£0
Domain and Hosting	£200
TOTAL EXPENDITURE	£39,920
NET PROFIT	£3,520

15 22(01) APHA Statement of Accounts 2014-2015



ASSOCIATION OF PORT HEALTH AUTHORITIES

PROFIT AND LOSS ACCOUNT

1ST APRIL 2014 TO 31ST MARCH 2015

INCOME		
Conference 2014 Income	£17,205.00	
Membership Subscriptions	£43,640.00	
Miscellaneous Income	£365.00	
Total Income		£61,210.00
COST OF GOOD SOLD		
Conference Costs		
Events	£11,820.00	
Promotional Material	£1,411.00	
Travel & Subsistence	£5,818.00	
CIEH Costs	£9,930.00	
Miscellaneous	£1,431.00	
Total Cost of Goods Sold		£30,410.00
		£30,880.00
GROSS PROFIT		
EXPENSES		
Accountancy/Bookkeeping	£9,757.00	
Admin Fees	£4,395.00	
Marketing (APHA Handbook)	£1,939.00	
Advertising & Promotion	£170.00	
Consulting	£717.00	
Bank Charges	£189.00	
Catering for meetings	£1,902.00	
Travel for meetings	£877.00	
Subsistence for meetings	£137.00	
Postage and delivery	£42.00	
Reimbursed expenses	£602.00	
Rent and rates	£310.00	
Stationery	£172.00	
IT/Software	£214.00	
Website Production	£4,334.00	
Website hosting	£92.00	
Total Expenses		£25,849.00
PROFIT/LOSS FOR YEAR TO DATE		£4,951.00



NOTES TO THE ACCOUNTS

(1) Bank Balances as of 31st March 2015 are:

Current Account Milton Keynes	£10,713
BMM Account Milton Keynes	£22,020
Current Account Falmouth	£ 7,621
Petty Cash	£ 616
	—————
Total	£40,970
	—————

(2) Both of the Milton Keynes accounts have now been closed and all balances transferred to the Falmouth branch of HSBC.

(3) A Business Money Manager account has been opened at Falmouth and the earmarked funds for the Shipsan Project of £9,832 (not shown in the above balances) have been transferred to this account.

(4) During this financial year a VAT refund of £8,560 has been received from HMRC.

(5) The £1,350 refund from the House of Commons for the overpayment during Conference has now been received and is included in the bank balances.

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 23
Person Responsible:	Mercola Douglas
Title:	Conference Update and Costings
Reference Documents:	15 23(01)

Summary:

7 page Project Status Report is available as a separate document.

The latest project status report is offered by Mercola Douglas.

A conference flyer is also enclosed together with a list of speakers.

The conference financial projections are also enclosed for members consideration.

NB: Mercola will hopefully join the meeting late, in her absence, Councillor Ron Abbey will present this agenda 'item'.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	MD



3 Day Full Conference

Individual Cost	No. of Attendees
Cost Per Attendee	20 30 40 50
Actual Cost	£489.45 £9,980.00 £14,983.50 £19,978.00 £24,972.50
Recharge	£650.00 £13,000.00 £19,500.00 £26,000.00 £32,500.00
Profit/Loss	£150.55 £3,011.00 £4,516.50 £6,022.00 £7,527.50

2 Day Full Conference

Individual Cost	No. of Attendees
Cost Per Attendee	20 30 40 50
Actual Cost	£400.45 £8,009.00 £12,013.50 £16,018.00 £20,022.50
Recharge	£560.00 £11,200.00 £16,800.00 £22,400.00 £28,000.00
Profit/Loss	£159.55 £3,191.00 £4,786.50 £6,382.00 £7,977.50

3 day Conference (no accommodation, events)

Individual Cost	No. of Attendees
Cost Per Attendee	75 100 150 200
Actual Cost	£187.00 £14,025.00 £18,700.00 £28,050.00 £37,400.00
Recharge	£235.00 £17,625.00 £23,500.00 £35,250.00 £47,000.00
Profit/Loss	£48.00 £3,600.00 £4,800.00 £7,200.00 £9,600.00

Day Delegate Rate

Individual Cost	No. of Attendees
Cost Per Attendee	75 100 150 200
Actual Cost	£33.00 £2,475.00 £3,300.00 £4,950.00 £6,600.00
Recharge	£80.00 £6,000.00 £8,000.00 £12,000.00 £16,000.00
Profit/Loss	£47.00 £3,525.00 £4,700.00 £7,050.00 £9,400.00

Formal Dinner

Individual Cost	No. of Attendees
Cost Per Attendee	75 100 150 200
Actual Cost	£45.50 £3,412.50 £4,550.00 £6,825.00 £9,100.00
Recharge	£80.00 £6,000.00 £8,000.00 £12,000.00 £16,000.00
Profit/Loss	£34.50 £2,587.50 £3,450.00 £5,175.00 £6,900.00

Gala Dinner

Individual Cost	No. of Attendees
Cost Per Attendee	75 100 150 200
Actual Cost	£57.95 £4,346.25 £5,795.00 £8,692.50 £11,590.00
Recharge	£95.00 £7,125.00 £9,500.00 £14,250.00 £19,000.00
Profit/Loss	£37.05 £2,778.75 £3,705.00 £5,557.50 £7,410.00

Projection simulator enter number of guest in relevant fields below to project income/expenditure

Description	Number of Guests	Income	Expenditure
Full Package (3 days, 3 nights)		£0.00	
2 Night Package		£0.00	
Day Package		£0.00	
Day Rate		£0.00	
Formal Dinner		£0.00	
Gala Dinner		£0.00	
Heral Cost			£18,000.00
Formal Dinner			£6,500.00
Other Costs			£8,000.00
Total Income		£0.00	
Total Expenditure			£42,500.00
Profit / Loss			-£42,500.00
			£10,000.00



The Association of
Port Health
Authorities

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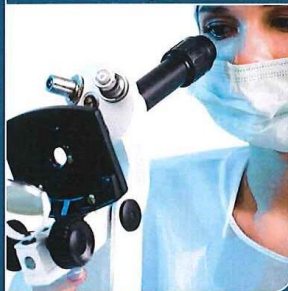
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MERSEY PORT
HEALTH AUTHORITY

LIST OF CONFERENCE SPEAKERS

Day	Talk	Time of Speech	Name	Organisation
1	1	13:30 - 14:00	Professor David R Harper, CBE	PHE
1	2	14:00 - 14:30	Dr Julian Hiscox	University of Liverpool
1	3	15:00 - 15:30	Dr Alex Stewart	PHE
1	4	15:30 - 16:00	Dr Eleni Michalopoulou	University of Liverpool
1	5	16:00 - 16:30	Dr Helen Roberts	APHA, DEFRA
2	1	09:30 - 10:00	Jenny Morris, MBE	TIFSIP
2	2	10:00 - 10:30	Will Creswell	FSA
2	3	11:00 - 11:30	Eric Smith	Private Sector
2	4	11:30 - 12:00	Professor Stefano Mariani	University of Salford
2	5	12:00 - 12:45	Dr Yunes Tainez & John Pointing	Private Sector
2	6	13:30 - 14:00	Terry Donohoe	FSA
2	7	14:00 - 14:30	Mike Steel	Private Sector
2	8	15:15 - 15:45	Sophie Rollinson	DEFRA
2	9	15:15 - 15:45	Liz Moran	PASS
3	1	10:00 - 10:30	David Huck	Peel Ports
3	2	10:30 - 11:00	DI Ged Seddon	Merseyside Police
3	3	11:30 - 12:00	Phil Preece	BRDO
3	4	13:45 - 14:15	To Be Confirmed	UK Border Force
3	5	14:15 - 14:45	To Be Confirmed	Food Fraud Advisory Unit
3	6	14:45 - 15:15	Glyn Cavell	Mersey Port Health Authority

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 24
Person Responsible:	Sandra Westacott/Jacqui Rayment
Title:	Conference 2016
Reference Documents:	15 24(01)

Summary:

It was agreed in the minutes of the last Executive Meeting, that Port Health Authorities interested in hosting the 2016 APHA conference, should bring their proposals to the meeting on the 15 April.

Weymouth have regrettably had to withdraw, hopefully Southampton can give the meeting on the 15 April, an appreciation of their aspirations to host the APHA 2016 conference.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	SW/JRay

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 25
Person Responsible:	John Robinson
Title:	Continuation with APHA Admin in Manchester
Reference Documents:	15 25(01)

Summary:

At the 15 October 2014 meeting of the APHA Executive, Manchester agreed to take over the APHA administration and also produce and issue the monthly newsletter.

This was for a period of six months, renewable if the elected members were agreeable at the forthcoming meeting on the 15 April.

During this first six months, the APHA administration has now reverted to the Manchester office. Systems have been put in place for accountability.

The emails are being answered by the appropriate person, usually the under-secretaries contacted and an audit trail introduced to make sure, enquiries are dealt with.

As agreed at the last meeting on the 14 January 2015, a mature student has been appointed on an annual bursary of £2,000 to manage the APHA email system. APHA are now paying this quarterly.

In addition to managing the administration for APHA the Manchester Chairman Councillor Barrett volunteered the staff to produce a new website for APHA.

The launch of the website was achieved in time to go live before the APHA January meeting. It was agreed at that meeting to appoint a webmaster, Xeno Solutions to manage the website. Mark Longstaff, hopes to be at the meeting on the 15 April. He works 8 hours per week for the Association. That cost £960 per month. Since the last meeting, Mark has created four forums now on the members areas and wants to upload the APHA handbook to the website. Mark will be able to explain his ideas for the future at the meeting on 15 April.

Now, when agreement was reached with Manchester to undertake the administration for APHA, the Chairman very graciously agreed on a peppercorn rent of £1,000 per annum. This indicated the administration if required would stop at Manchester until at least the AGM this September in Liverpool.

I think it appropriate to advise the APHA Executive that a business plan will be drawn up in time for the AGM. This will show certain charges that will be made by Manchester Port Health Authority to undertake the APHA administration beyond the AGM.

I do not think these charges will be too onerous but will reflect when we need to bring in relief officers, so that APHA duties can be handled by the regular Manchester staff.

Recommendations:

Actions:	Date:	Person Responsible:
	15/04/15	JR

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 26
Person Responsible:	Bill Arnold, Secretary O & S Committee
Title:	APHA 'Communications Strategy'
Reference Documents:	15 26(01) Draft attached: 'Appendix 12 Operating Arrangements'

Summary:

1. The Executive Board adopted a 'Media Protocol' at the last meeting and accepted the need for defining our procedures for staff appointments and communications within the membership and with outside bodies.
2. The attached draft 'Communications Strategy' indicates the ways in which such communications should be made in an open, auditable manner.
3. The strategy also includes a protocol for agreeing budget commitment and the annual Business Plan together with links between the various committees and the Executive Board. It also addresses uploading information to the new web site.

Recommendations:

It is recommended that:

1. The proposed 'Communications Strategy' is adopted by the Board; and
2. The Executive recommends to membership at the AGM in September that Appendix 12 of the APHA Operating Arrangements is amended accordingly.

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	BA

EB15 26 (01) Draft 'Appendix 12 Operating Arrangements'



Association of Port Health Authorities
Operating Arrangements Appendix 12
Business Plan & Communications Strategy

1.0 BUSINESS PLAN

An annual Business Plan will be presented at each AGM for adoption by the membership. The plan will be dependent upon the annual budget agreed by the Executive Board at its last meeting before Conference. The budget will account for available balances including receipt of subscriptions from member Authorities.

for further input by Val

2.0 COMMUNICATIONS STRATEGY

This strategy clarifies lines of communication both within the Association and with outside bodies. It sets down decisions taken by the Executive Board to improve such communications and deals with the following:

- Schedule of meetings
- Executive Board processes including matters of urgency
- Annual Conference / AGM arrangements
- Communication with outside bodies & individuals - the 'Media Protocol'
- Web site administration
- Operational Board; Technical Committees; and the Overview & Scrutiny Committee
- Port Liaison Network - PLaN meetings
- Financial transactions & budget commitment
- Video conferencing
- Staff appointments

2.1 SCHEDULE OF MEETINGS

For each forthcoming year, a schedule of Executive Board, Overview & Scrutiny Committee, Technical Committees, Operational Board and PLaN group meetings will be agreed at each AGM. This schedule will be uploaded to the website immediately following the AGM.

2.2 EXECUTIVE BOARD PROCESSES

2.2.1 Agenda & notice of meetings

The agenda & papers of each Executive Board meeting will be uploaded to the web site Members' Area at least 7 days prior to each meeting. Similarly the draft minutes of each meeting will be uploaded within 4 weeks.

Notices of meetings will be e mailed to members of the Executive Board and to the secretary of the Overview & Scrutiny Committee at least 7 days prior to each meeting of the Board.

2.2.2 Decisions

Decisions will normally be taken by the Executive Board at their scheduled meetings following discussion of written reports and recommendations by relevant officers presented to the Board with the agenda & minutes of the previous meeting.

Any decisions on financial expenditure required following a verbal report made under 'Any other business' will be delayed until the next scheduled meeting.

All decisions taken by the Board requiring action shall include detail about who will be responsible for completing that action and set an achievable deadline for its completion.

2.2.3 Matters of urgency

Where matters of urgency arise between scheduled meetings of the Executive Board, then any decision required shall be sanctioned by the Chairman in consultation with the Company Secretary.

A written report shall be presented at the next scheduled meeting for ratification.

2.3 ANNUAL CONFERENCES & AGM

The Authority hosting the Annual Conference & AGM of the Association will be agreed by the Executive Board at least 1 year in advance. *????????check Patron in Op arrangements.*

It is expected that hosting Authorities will contribute towards minimising costs of the Conference to the Association by discounting venue charges, providing transportation for any visits etc.

It is also expected that officers of the hosting Authority will facilitate organisation of the Conference venues, programme, costings etc in conjunction with the APHA administration team.

Detailed progress reports will be provided by officers of the host Authority to the Executive Board in a timely manner. Progress will be co-ordinated by the Company Secretary.

2.4 COMMUNICATION WITH OUTSIDE BODIES & INDIVIDUALS - THE 'MEDIA PROTOCOL'

2.4.1 Enquiries

It is essential that the Association has recognisable points of contact for outside bodies and individuals. Initially, this will be the APHA admin team as published in the handbook and on our web site. The admin team will redirect enquiries to the relevant Committee Chair persons (Under Secretaries) for responses of a technical nature.

JR the following is taken from your report on 'Media Protocol' as accepted by the Board - any changes? especially after Cttee revamp by LD & SW

2.4.2 Following Manchester PHA taking responsibility for APHA administration on 10th November 2014, the Executive Board decided upon the following ways staff should respond to requests about uploading emails and material for the website:

Emails: Being pragmatic, someone must take responsibility for firstly writing material for publication and secondly for sanctioning publication of that material. The logical lead officer for technical material must be the APHA Under Secretaries, currently Laurie Dettman and Sandra Westacott. This does not mean either of these officers should write all the material on behalf of APHA, but it would be good practice that they have sight of documents, have some sort of peer review and then officially sanction their publication. If for any reason, either of the Under Secretaries are absent then the responsibility for documentation should fall to the committee secretaries, currently Lynnette Crossley, Jo Hackwood and Geoff Smith. Equally the Under Secretary may decide to delegate a response to the committee secretary or a member of the APHA 'expert panel' for comment. Ultimately though, the lead officer must be one of the Under Secretaries.

Wherever possible, each document when published, should have an introduction, with contact details for the person responsible for the documentation and who to contact for follow up information.

JR - Do you want to reword this as it has now been adopted by the Board?

2.5 WEB SITE

2.5.1 Administration

The admin staff will be responsible for uploading the material once agreed with the Under Secretaries. As this requires a resource input a part time officer is now employed for one day per week by Manchester, and recharged to APHA at an appropriate rate.

All documents for uploading to the website should be sent to apha@porthealthassociation.co.uk with an indication of where they should be stored and where necessary a short description or introduction to the item provided.

Admin Team: Telephone number is 01928 572919.

Webmaster: Mark Longstaff, Xeno Solutions. Email: info@xeno-solutions.co.uk

2.5.2 Publications

A similar regime of responsibility for publication will closely follow that introduced for emails. Certainly for technical matters, responsibility should rest with the Under Secretaries who can then delegate ownership of material to others, as long as an audit trail follows this delegation.

It will be advisable that a peer review should take place before anything is published similar to the email regime.

2.6 TECHNICAL COMMITTEES; OPERATIONAL BOARD; & THE OVERVIEW & SCRUTINY COMMITTEE

The agenda & papers of each meeting will be uploaded to the web site Members' Area at least 7 days prior to each meeting of the above committees and Board. Similarly the minutes of each meeting will be uploaded within 4 weeks.

Notice of meetings will be emailed to members of relevant committees by the secretary in the same time scale.

Val, Laurie & Sandra to add info once new arrangements agreed

2.7 PORT LIAISON NETWORK - PLAN MEETINGS

2.7.1 Monitor process

The Overview & Scrutiny Committee will monitor that the PLaN system is working effectively.

The agenda & papers of each PLaN meeting will be uploaded to the web site Members' Area at least 7 days prior to each meeting. Similarly the minutes of each meeting will be uploaded within 3 weeks.

Notice of meetings will be emailed to members of relevant PLaN Groups by the secretary in the same time scale.

2.7.2 Financial assistance

The Executive Board subsidised attendance of a representative from each PLaN group at the 2014 Conference

Comment - Depending on the additional info to 2.6 above, O&S recommend that if face to face Tech Cttees continue that 1 rep per PLaN is subsidised by APHA to attend and relay info back to the PLaN groups. Each PLaN will be asked to nominate someone on a rotational basis. Expenses to include transport costs only. This needs decision by Exec Board and depends on finances!

2.8 FINANCIAL TRANSACTIONS & MARKETING

2.8.1 APHA accounts

The Association's accounts are processed by Cornwall County Council. Any related enquiries should be made to Ms Karen White at Cornwall on 01872 323090 or via accounts@porthealthassociation.co.uk

All payments must first be sanctioned by the Assistant Company Secretary - JR please reword this. Following our tel conversation I'm unsure if Company Secretary should also be included eg in your absence.

The admin team will present an up to date set of accounts at each meeting of the Executive Board.

As indicated in the Business Plan above, an annual budget, prepared by the Company Secretary, will be agreed by the Executive Board for presentation at each AGM with commentary on how the financial commitment was managed during the preceding year.

JR I put this in following our telephone conversation. - alter as you wish.

2.8.2 Marketing APHA

It is essential that APHA maximises potential income and publicity at every opportunity.

- Membership renewal invoices will be issued immediately following the Executive Board meeting in January of each year to allow for budget commitment by member Authorities.
- A list of member Authorities, dissenting Authorities and Associate members will be maintained by the admin team and will be reviewed by the Executive Board annually when setting membership fees for the next financial year.
- The job description for the new part time Technical Assistant post will include chasing dissenting Authorities.

Val this line needs rewording once job description is completed

- Promoting the availability for commerce to have stands at Conference will be the joint responsibility of the APHA admin team & officers of the host Authority who will report developments and associated fees to the Executive Board for ratification in a timely manner.
- Integral to the Business Plan, the Executive Board will consider promoting the sale of Association ties, pens etc together with providing advertising links on the web site to raise income.

Comment - do we not need someone to take the lead on all marketing issues and drive forward – and report to Ex Board??

- The Executive Board will consider promoting trial membership of the Association for 6 months at £500 or for 1 month at £100.

JR this was agreed at O&S as a possible way forward. We couldn't see a way to assist with the Associate Membership route for officers of non-member Authorities as those Authorities may think this a cheaper way of getting info and benefits from APHA.

2.9 VIDEO CONFERENCING

APHA will endeavour to have video / teleconference facilities available at each of its meetings.

Mechanism update required following progress by Andrea & Cllr. Steve Hunt

2.10???. JR You may want to include something here about keeping the Membership updated e.g. by means of a monthly / quarterly letter from the Chairman emailed to the Membership and placed on the website – thoughts??

3.0 Staff appointments

- ### **3.1** All appointments by APHA will be subject to advertisement and interview.

Before advertising any vacancy, the Executive Board will consider the relevant Job Description, Terms of employment and any other contractual arrangements.

Following a report by the Company Secretary, the Board will decide the place date and time when interviews are to take place, together with membership of the interview panel.

3.2 Where such consideration is required between scheduled meetings of the Executive Board, then the Chairman will make the necessary decision following a report by the Company Secretary. If possible, the Chairman will consult other members of the Executive Board before sanctioning any such arrangement or appointment.



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB15 27
Person Responsible:	John Robinson
Title:	Any Other Business
Reference Documents:	15 27(01)

Summary:

Matters will only be considered if notified to the Chairman beforehand and time allows proper debate and consideration.

Next meeting Wednesday, 15 July 2015

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	15/04/15	JR