

**Minutes of the APHA Executive Board Meeting
Wednesday, 15 April 2015, Manchester Town Hall - 12:30**

EB 15/14 List of Attendees		Person Responsible
<p>List of Attendees: Pat McCarthy John Warman Sandra Westacott Val Cameron Laurence Dettman Keith Morley Bill Arnold Mercola Douglas Ron Abbey John Robinson Andrea Smith Gary Gould Mark Longstaff Bridget Delahunty</p> <p>Minutes taken by: John Robinson</p>	<p>Authority Associate Member of APHA Swansea Bay Port Health Authority, Vice Chairman Southampton Port Health Authority, Under Secretary APHA States of Guernsey Hull & Goole Port Health Authority, Under Secretary APHA Manchester PHA, Chairman of Overview & Scrutiny Swansea Bay Port Health Authority, O&S Secretary Mersey Port Health Authority Mersey Port Health Authority Manchester Port Health Authority Manchester Port Health Authority Associate Member Overview & Scrutiny Committee Member Association of Port Health Authorities, Webmaster Hull & Goole PHA, Operational Board Member</p>	<p>PMc JW SW VC LD KM BA MD RA JR AJS GG ML BD</p>
EB 15/15 Apologies for Absence		Person Responsible
<p>Brian Lawrie Hugh Barrett Jacqui Rayment Gary Cooper Andrew McClenaghan Geoff Brown John Lee Paul Kimber Steve Hunt Tim McKillen Karen White</p>	<p>South Ayrshire Manchester Port Health Authority Southampton Port Health Authority Cornwall Port Health Authority Belfast City Council, Overview & Scrutiny Committee Cornwall Port Health Authority Highland Council, Overview & Scrutiny Committee Weymouth PHA, Overview & Scrutiny Committee Swansea Bay Port Health Authority, O&S committee Belfast City Council, Operational Board Member Cornwall Port Health Authority</p>	
EB 15/16 Minutes of Previous Meeting 14 January 2015		Person Responsible
<p>Minutes read and approved. Proposed KM Seconded LD</p>		
EB 15/17 Matters arising from the Minutes		Person Responsible
<p>EB15/13 Ship San charges: LD wanted to acknowledge new ship sanitation charges from 1st April for all APHA member Authorities. Meeting agreed charges at last meeting. Just wanted it acknowledging.</p>		
EB 15/18 Reappointment of Pat McCarthy to APHA		Person Responsible
<p>JW led on this item. Due to local boundary changed in Northern Ireland, Pat McCarthy ceased to represent Belfast as an elected member from 31 March 2015.</p> <p>JR had taken legal advice on this matter. Emailed all the Executive with the options. Unanimous support to make Pat McCarthy an associate member. RA would like it noting that this is an exception to the rule and not all members should be made associates. Motion approved by membership. JR added it would be expected to make suitable expenses to aid</p>		

PMc to attend meetings. All agreed.	
EB 15/19 Minutes of the Overview & Scrutiny Committee 28 January 2015	Person Responsible
BA outlined there was nothing outside of the main agenda in the minutes for this meeting. So nothing to consider separately.	
EB 15/20 Appointment as an Associate member Gary Gould	Person Responsible
BA introduced this item; GG had now left the Royal Air Force. Overview and Scrutiny committee had enquired if Gary was willing to carry on working within the committee. Therefore the committee had made a recommendation for the award of Associate membership status to Gary Gould. APHA Executive agreed to the proposal, subject to the same financial arrangements of reasonable expenses for attending meeting of APHA.	
EB 15/21 Operational Board	Person Responsible
<p>PMc welcomed Bridget Delahunty (BD) to the meeting. BD gave a general introduction around paper submitted by Tobin Cook (TC), from the States of Guernsey, at the inaugural meeting attended by representatives from all four home countries, England, Wales, Scotland and Northern Ireland, plus representatives from the Channel Island and by teleconference Debbie Lewis in Cornwall.</p> <p>BD thought APHA Executive could give more of a steer of what is expected of the Operational Board. The Terms of Reference need tightening up and clarifying.</p> <p>BD identified certain areas to consider from first meeting. The Operational Board (OB) required clarification from the APHA Executive regarding APHA's overall aims and objectives, so that the OB's can ensure that its actions match strategic long term aims.</p> <p>BA said: communication is key to APHA. To make sure effective contact is made between APHA and the member authorities and the individual.</p> <p>PMc: Manchester is the hub; everything currently should go through the APHA Admin which sits in Manchester. RA: Important to avoid duplication, we have been disjointed in the past. One message, going out from one source. JW: Duplication – Continuity and Communication, create direct link through APHA administration.</p> <p>PMc: Never be afraid to ask.</p> <p>On training, it had been identified this was vital area for APHA. RA: We need to understand what training people are doing, Mersey PHA are well advanced with training. So, APHA needs to do the same.</p> <p>One further area of initial concern, is the level of administration support for the APHA admin team. Really important that adequate support is offered by APHA to ensure all work streams are supported.</p> <p><u>Outcome of this debate:-</u> VC thought it was a good opportunity for the Operational Board to develop a small questionnaire for members and non-member authorities. The purpose being to gauge levels of training currently undertaken by Port Health Authorities. The second part of the questionnaire, asked what level of training Port Health Authorities required from APHA for their staff. The Operational Board to develop this questionnaire and forward to APHA Admin for onward distribution to member authorities and non-member authorities.</p> <p>JR & BA volunteered to tighten up the Terms of Reference for the Operation Board. This to provide clarity and compliance with the requirements of the Articles of Association and</p>	

Operating Arrangements documents for July meeting, prior to adoption at the AGM in September.	
EB 15/22 APHA Account and Budgets :- Year End 2014-2015	Person Responsible
<p>JR presented the accounts as produced by KW. The profit and loss account showed a small profit of £4,951. The bank balance as of the end of March showed a total of £40,970 in the current account.</p> <p>The membership previously had asked for the accounts to be handled by MPHA, to keep all the administration in one place.</p> <p>RA had previously thought Cornwall was too remote when rest of APHA admin, handled now in Manchester. The APHA Executive instructed JR to find a local LA to be willing to undertake via a SLA the APHA accounts. Details to be circulated by email for Executive members consideration before July meeting.</p>	<p>JR</p> <p>PMc</p>
EB 15/23 Conference Update and Costings	Person Responsible
<p>MD outlined progress with the conference. Budget now in place. Flyer been produced. Hope to finalise conference programme by end of April to send around to APHA membership and a completely new audience, Mersey had been compiling.</p> <p>Regarding sponsorship, RA announced Mersey PHA would fund one social evening and MD was well on with obtaining sponsorship for the other social event.</p>	
EB 15/24 Conference 2016	Person Responsible
<p>SW outlined that Southampton PHA and Councillor Raymont are still are still very willing to host the 2016 APHA conference.</p> <p>SW indicated more details will be forthcoming for the July Executive meeting.</p>	
EB 15/25 Continuation with APHA Admin in Manchester	Person Responsible
<p>JR outlined that since the decision taken at the October 2014 meeting to relocate the APHA admin back to Manchester, the team have not stopped. This work involves email, general office admin, duties of company secretary and above all creation and maintenance of the new APHA website. There would be a presentation of the website by AJS and Mark Longstaff (ML) the webmaster, following JR.Newsletter.</p> <p>JR wanted to know if APHA wished Manchester to carry on until at least the AGM. With the very generous terms set by the Chairman of Manchester to only ask for a peppercorn rent of £1,000 per annum, there was a suggestion the APHA admin could remain until the autumn at least.</p> <p>PMc expressed his thanks and gratitude firstly to Hugh Barrett to allow the admin back to Manchester and then to all the staff for their contribution to the success now enjoyed by APHA.</p> <p>JR thanked PMc for his thoughts, then indicated that now it was agreed the accounts are going to join the rest of the admin, then he was going to produce a business plan which indicated that part of the admin costs must be covered by APHA. Manchester have been using their relief officer to cover some of the time to enable other officers to work for APHA. Some of it was carried out at home, at night, weekends and holidays, but this must stop.</p> <p>LD: Recognised the improvement in email communication and the website is excellent. RA: We need for APHA a formal SLA with Manchester for the admin support. Needs to be supplied by the next meeting in July. APHA must pay its way.</p> <p>AJS: We set out to develop systems and procedures for the future; so that any other APHA member authority could follow the systems.</p>	

<p>A presentation by AJS and ML then followed on the development of the new APHA website from where we were; and where we are going in the future. PMc invited AJS and ML to reproduce this presentation again at the next meeting. RA wanted the same for the conference delegates to be able to see the change in APHA's fortunes since last autumn.</p>	
<p>EB15/26 APHA 'Communications Strategy'</p>	
<p>BA was invited to deliver this item. He indicated by the next meeting there was a need as per the Articles of Association for the APHA Executive to deliver a Business Plan.</p> <p>PMc thought the Communications Strategy was sound and with the lack of feedback he assumed everyone was happy with the content, which will mean this document can form the Operating Arrangements document Appendix 12, to be delivered by BA & JR at the AGM.</p> <p>There was general agreement as to the content. Financial consideration for PlaN attendance at technical committee meetings to be worked out by BA and JR.</p> <p>Business Plan depends on budget. To be considered by subcommittee JR, BA and under-secretaries to draft a business plan for July meeting.</p>	<p>BA JR</p>
<p>It was agreed that Mersey PHA would host the next meeting of the APHA Executive on the 15th July at the Marriott Hotel in Liverpool, the conference hotel. Time to be confirmed.</p>	