

**Minutes of the APHA Executive Board Meeting
Wednesday, 15 July 2015, Marriott Hotel, Liverpool - 11:30**

EB 15/28 List of Attendees		Person Responsible
<p>List of Attendees: Pat McCarthy John Robinson Cllr Jeffrey Dudgeon Cllr John Warman Sandra Westacott Val Cameron Laurence Dettman Cllr Keith Morley Bill Arnold Mercola Douglas Cllr Ron Abbey Cllr Jeremy Wolfsen Chris Rankin Gary Gould Andrea Smith Yvonne Graham Lynnette Crossley Minutes taken by: John Robinson</p>	<p>Authority Associate Member of APHA, Chairman Acting Company Secretary, Manchester Port Health Authority City of Belfast, Belfast PHA 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 Mersey Port Health Authority Mersey Port Health Authority Associate Member Overview & Scrutiny Committee Member Manchester Port Health Authority Manchester Port Health Authority Manchester Port Health Authority</p>	<p>PMc JR JD JW SW VC LD KM BA MD RA JW CR GG AJS YG LC</p>
EB 15/29 Apologies for Absence		Person Responsible
<p>Brian Lawrie Jacqui Rayment Gary Cooper Cllr Geoff Brown</p>	<p>South Ayrshire Southampton Port Health Authority Cornwall Port Health Authority Cornwall Port Health Authority</p>	
EB 15/30 Minutes of Previous Meeting 15 April 2015		Person Responsible
<p>PMc thanked Ron Abbey and Mersey PHA for organising the meeting today. He also took the opportunity to introduce Councillor Jeff Dudgeon from Belfast City Council. He called for people to introduce themselves. The minutes were checked for accuracy and approved. Proposed RA Seconded SW</p>		
EB 15/31 Matters arising from the Minutes not in Agenda		Person Responsible
<p>LC gave a presentation on the work of the new Operational Board. Now undertaking questionnaire on training needs for Officers and Authorities. Experimenting with tele conferencing/video conferencing. Debate then on effectiveness of latest technical day held recently at FSA. Thanks to Mike Glavin. Work to be done for next meeting on the 5 November 2015. Feedback from technical committee Technology problems – needs APHA solution demand really good communications for future. Needs planning and good management for the future.</p> <p>LC aware BA is drafting Operational procedures for the Operational Board. Bridget Delahunty producing draft guidelines. Decided on revolving Chair/Secretary to give ownership to all members of Operational Board.</p> <p>LD thought problems with technology. Firewalls etc. Need to examine opportunities, because with cut backs LA's/PHA's cannot budget to attend meetings.</p>		

<p>LC suggested that one of the criteria for arranging venues for APHA meetings should be that they have the appropriate IT to support telephone/video conferencing. The board agreed that Mark Longstaff (IT support) and the APHA admin team should identify and trial potential software/systems. ACTION: APHA Admin and Mark Longstaff to progress with immediate effect.</p> <p>Following discussion re communications and IT, LC requested a 'show of hands' to see which members: A, had accessed the APHA website www.porthhealthassociation.co.uk</p> <p>B, had a login/password to the 'Members Area' of the website (email APHA at apha@porthhealthassociation.co.uk to request a password</p> <p>C, regularly accessed the website re minutes, events, etc.</p> <p>Approximately half of the Board had never accessed the website and/or Members Area. LC and AJS expressed concern and disappointment at this lack of engagement both in the website www.porthhealthassociation.co.uk and Facebook page (Association of Port Health Authorities (APHA))</p> <p>Members Training Needs Survey Paragraph starting: PMc will look forward to Please add – the Survey Monkey data/analysis can be viewed at https://www.surveymonkey.com/ login: lynnetcrossley@manchesterpha.org.uk password: operational</p> <p>PMc will look forward to seeing results of the questionnaires and recommending actions for members. RA we have a local need to check out firewalls and communications available. (Andrea came in)</p> <p>JW Referred to austerity measures and was supported by BA who thought APHA should consider paying for one member of each PlaN group to attend technical meetings/conferencing. LC/AS referred to training needs survey, available through survey monkey. Log in details. We have 345 valid email addresses. Only 23% of Officers and 12.5% of LA's have responded.</p> <p>2016 Southampton Conference: SW wanted to borrow APHA Protocol document. JR outlined document hopefully to be adopted today and used from then on. RA asked for resume of procedure. JR referred to 15/35 later.</p>	<p>LC/ML</p>
<p>EB 15/32 Minutes of Overview & Scrutiny Committee Meeting 29 April 2015</p>	<p>Person Responsible</p>
<p>BA mentioned work in progress with Operational Board and amendments to Articles of Association and Operational Procedure documents for the AGM. Need to include recent work on Directors Pack, Conference Protocol and Terms of Reference for Operational Board. APHA needs to consider again appointment of someone as Technical lead for Technical matters. JR reminded BA, this is on the agenda later. KM brought up the good work Gary Cooper had undertaken for APHA and wanted this recognised. After a suitable debate, decided to write to Gary Cooper, thanking him for his efforts in a very difficult time and wishing him a speedy return to health.</p>	
<p>EB15/33 APHA Accounts – Update and Position</p>	<p>Person Responsible</p>
<p>JR reminded the APHA Executive that following the decision taken at the previous meeting to relocate the APHA accounts to Manchester alongside the administration, MPHA had acted to</p>	

<p>facilitate this.</p> <p>In conjunction and cooperation with Gary Cooper, two Officers from Manchester travelled to Cornwall to recover the account systems and arrange for change in signatories. Since then the accounts have been reconciled by MPHA accountants the City of Salford. These accounts for the year 2014-2015, were accepted by the directors and can go forward to the AGM in September.</p> <p>Briefly, the accounts show a profit of £3,081 with reserves of £31,676.</p>	
<p>EB15/34 Administration – Costs requested by MPHA</p>	<p>Person Responsible</p>
<p>Since October 2014, the APHA accounts have returned to Manchester. Due to the generosity of Councillor Barrett, the Manchester Chairman, he agreed the administration and the creation of the new website would be accomplished by the MPHA staff for a peppercorn rent of £1000. Since then the extent of the workload and the addition of the APHA accounts, prompted JR to state at last meeting, that he would provide a business study for handling this work on behalf of APHA.</p> <p>The figures are made up as follows: £3,000 for the City of Salford £5,000 for MPHA £2,000 bursary for Andrea Smith £2,000 bursary for Yvonne Graham £2,000 bursary for Alison Smith Total £14,000 per annum</p> <p>JR went to say the figures represented a gesture to APHA. It really is not the true accurate figure for the accounts, but a figure which gives latitude to APHA to consider employing someone later in the year to manage the technical aspects of the APHA business.</p> <p>RA insisted on a more realistic figure to be considered. JR replied with the accounts at his disposal and not being aware of conference potential revenue, the budget could not be completed. Certainly for 2015-2016, officers at MPHA would carry on working for APHA in a mixture of office time and own time. The money requested was to pay for bringing in relief officers. SW was concerned about losing the goodwill of Officers at Manchester, if a support mechanism was not forthcoming.</p> <p>JR thought the systems being created, which closely mirrored those of MPHA, are making things easier. That was always the intention to create systems that others could follow. AJS agreed and said the latest newsletter appeared easier to produce, but would welcome more contributions from other Port Health officials.</p> <p>JR said the procedures would be forwarded to BA and the O & S in time for their next meeting for their consideration. A protocol on expenses and allowances will be forwarded as well. A long overdue document. PMc said the upper limit for sanctioning expenditure by the company secretary will be lowered again to £1,000 from the £2,000 currently. Amendments to be presented in revised Articles and Operating Arrangements at AGM in September.</p>	
<p>EB15/35 APHA Conference Update</p>	<p>Person Responsible</p>
<p>Mercola Douglas assisted by accountant Chris Rankin gave details of the forth coming Conference programme. An updated status report was presented to all members.</p> <p>There had been some slippage due to printer problems. Not back on track. All speakers confirmed. Many of whom are local and will not require overnight accommodation. This will generate more profit for APHA.</p> <p>The social programme is complete. The formal dinner will take place in the Marriott Hotel on the Tuesday. This will be sponsored by Peel Ports.</p>	

<p>The Gala dinner in St Georges Hall will be sponsored by Mersey Port Health Authority. A number of delegates will be invited by Mersey Port Health, including the three Mayors from Liverpool, Wirral and Sefton Council. This will take place on Wednesday, 9 September 2015.</p> <p>One of the better suggestions to come out of the conference planning meetings, has been a Conference Protocol, produced jointly by the acting Company Secretary, VC, SW AJS and LC. This was adopted at the meeting. Action.</p> <p>MD enquired as a result of this, she assumed arrangements and amendments would now be in conjunction with the acting Company Secretary. Confirmed and agreed by JR.</p> <p>Chris Rankin outlined bookings and sponsorship which should result in a good profit for APHA to aid its development programme for the future.</p> <p>VC made comment about proposed gift for speakers. Suggested APHA make a donation instead to a charity on behalf of speakers, rather than give a knick-knack.</p> <p>BA came back to APHA paying for a PlaN representative to attend conference. Agreed in principal. Need to obtain costs via Mersey PHA for this action. JR to follow up.</p> <p>RA announced the two dates for APHA Executive meetings in the North at Liverpool, now booked for 2016.</p> <p>RA also wanted a 'root and branch review' of APHA at the next meeting in October. PMc thought this might be a job for the Operational Board. Will place an agenda for October meeting anyway.</p>	<p>JR</p> <p>JR</p> <p>JR</p> <p>JR</p>
<p>EB15/36 Any Other Business</p>	<p>Person Responsible</p>
<p>Airsan Project:- letter of invitation to join the AIRSAN Consortium in proposal for the COST funding. GG outlined the invitation. After a suitable debate, APHA can see the merit of such a proposal but required more information GG detailed to pursue this element.</p> <p>Review of the Norovirus Guidelines:- SW thought the 2008 document produced jointly with the MCA and the PHE should be reviewed. Meeting agreed and asked SW to action.</p> <p>In addition SW asked about sharing confidential and sensitive information regarding outbreaks to colleagues. Webmaster to be consulted.</p> <p>Membership of the Natural Environmental Health Board:- With the confirmed absence of Gary Cooper. Need to appoint someone to represent APHA at these meetings.</p> <p>Gary Gould also raised the question of support or otherwise for Environmental Health Apprenticeships. Decided Company Secretary should write to Corporate members asking for their view on the subject.</p> <p>Administration:- JR announced that the election process will commence next week. Unfortunately the process was not followed correctly last year. JR to correct and issue invites to membership to apply for APHA Executive and Overview and Scrutiny Committee.</p> <p>Meeting dates for 2015-2016. Change of venue to be the Union Jack Club, 28 October 2015. Rest of dates to be confirmed at the AGM.</p> <p>Meeting closed at 14:30. There followed a tour of the conference facilities led by Mercola Douglas meeting finished at 15:30.</p>	<p>GG</p> <p>SW</p> <p>JR</p> <p>JR</p>

Next meeting. Before the AGM in Liverpool on Tuesday, 8 September 2015.	
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