

Minutes of the APHA Executive Board Meeting Manchester Town Hall - 10:30

EB 14/42 List of Attendees	Person Responsible
<p>List of Attendees:</p> <p>Pat McCarthy – Belfast City Council, Chairman APHA Executive Board John Warman – Swansea Bay Port Health Authority, Vice Chairman Hugh Barrett – Manchester Port Health Authority Jacqui Rayment – Southampton Port Health Authority Sandra Westacott – Southampton Port Health Authority Val Cameron – States of Guernsey Laurence Dettman - Hull & Goole Port Health Authority Andrew McClenaghan – Belfast City Council, Overview & Scrutiny Committee Keith Morley - Manchester PHA, Chairman of Overview & Scrutiny Ron Abbey – Mersey Port Health Authority Jeremy Wolfson – Mersey Port Health Authority Mercola Douglas – Mersey Port Health Authority Hayley Phipps – PROtential Coaching Ltd John Robinson – Manchester Port Health Authority</p> <p>Minutes taken by: John Robinson</p>	<p>PMc JW HB J Ray SW VC LD AMc KM RA JW MD HP JR</p>
EB 14/43 Apologies for Absence	Person Responsible
<p>Gary Cooper – Cornwall Port Health Authority Karen White – Cornwall Port Health Authority Geoff Brown – Cornwall Port Health Authority Gary Gould – Royal Air Force Bill Arnold – Swansea Bay Port Health Authority Brian Lawrie – South Ayrshire Ian Gray - CIEH</p>	
EB 14/44 Minutes of Previous Meeting 16 July 2014	Person Responsible
<p>JR asked to deliver these minutes by PMc. Meeting not quorate due to lack of elected members. SW asked for amendments to minutes. SW agreed in principle to idea of central location. No problem with Liverpool. Consider shortening conference. RA: Central London not affordable, Mersey PHA cost £1000 per delegate. JR returned to agenda and indicated those items not on today's agenda are up for discussion now. Most have been dealt with at the AGM or appear later in this agenda.</p>	
EB 14/46 APHA Financial Report October 2014	Person Responsible
<p>The Chairman was very disappointed that no one from Cornwall could attend the meeting to provide clarity to the accounts. Noted that KW was available via email before meeting. Asked if anyone had made contact. Both LD and JR had asked a number of questions of Cornwall. Both provided details to Board. Chairman thought APHA Executive needed to ask someone to visit Cornwall to discuss the accounts Val Cameron and Sandra Westacott volunteered to undertake this function.</p>	VC/SW
EB 14/47 AGM 2014 Outcomes. Update on CIEH Partnership and Administration arrangements	Person Responsible
<p>Noted that KW had indicated there was no agreed budget for conference. Very loose arrangement with CIEH. LD questioned the value for money at the House of Commons,</p>	

<p>given the poor attendance by MPs and the overall cost. KM indicated 21 MPs had given notice of attending the function, but important voting in the House had prevented them from visiting the APHA event. Also, LD not aware the accounts presented were inaccurate for the House of Commons function.</p>	
<p>JR indicated purpose was to raise the profile of APHA. To invite all the leaders of the various Local Authorities with Ports to attend. As a result Boston in Lincolnshire have agreed to re-join and there is a good chance Crawley may well come back as a result of the event. APHA to follow up with all the attendees who attended. JR to follow up. Noted the event cost £2,300 not £3,700 as reported in the accounts. This was due to Derek Twigg, MP for Halton, who sponsored the event on behalf of APHA.</p>	JR
<p>HB. Losses of conference – the reason we went to London was as a result of the 2013 Questionnaire. In this people indicated they wanted a conference in a Central location, low cost training and own accommodation. Unfortunately the people did not take up the conference. Hence return to visiting other ports with sponsorship. No sponsorship this year from our patron, only charges.</p>	
<p>JRay we are where we are? I want to thank the officers again from Manchester who made the event possible. JR reminded meeting, it was a grand team effort, with HB as Chairman, determined to put on a conference, KM organising the House of Commons and the officers working together to create a quality conference.</p>	
<p><u>Update on CIEH Administration:</u></p>	
<p>PMc, based on figures given at the AGM, thought APHA could not afford to move into London office. RA Agreed. Too expensive and ambitious. APHA needs to restructure itself according to its means.</p>	
<p>PMc Do we want to remain with status quo or do we change things? Elected members had an earlier discussion and decided the following:</p>	
<p>We need to make changes to enable the operation to function better.</p>	
<p>HB MPHA can assist with administration in the role created for the CIEH person. Accounts to stay in Cornwall for present.</p>	
<p>JRay To clarify matters, the following was agreed by the membership.</p>	
<p>Therefore it was agreed that Manchester will now supply office space for a peppercorn rent of £1,000 per annum and the administration function for the next six months.</p>	JR/GC
<p>John Robinson will assist Gary Cooper in his role as the Company Secretary during this period. Starting with updating the Companies House paperwork.</p>	
<p>VC asked who the directors were of APHA to enable corrections to Companies House paperwork. JR replied. The Chairman, Vice Chairman, the four officers appointed to represent APHA, plus the Company Secretary. For clarity there are only three officers appointed currently. Lawrie Dettman, Sandra Westacott and John Robinson. Need another one VC nominated MD, seconded by PMc.</p>	PMc
<p>The Chairman, Pat McCarthy, to write to Gary Cooper, outlining the changes agreed amongst the APHA Executive. The Chairman, Pat McCarthy, to write to Gary Gould to confirm his role, with the restructure, especially around work in the CIEH building and Ship San.</p>	VC/SW
<p>Val Cameron and Sandra Westacott to visit Cornwall to meet with Karen White/Gary Cooper to investigate the APHA finances and SHIPSAN income/expenditure and report back to the next meeting. (30 November 2014 deadline).</p>	JR
<p>Manchester to get the website issues sorted and up and running as soon as possible (Hayley Phipps did offer her webmaster to sort out website in quick time for approx. £400) Agreed subsequently with Chairman (30 November 2014 deadline).</p>	

<p>PMc These decisions are not a slight against Cornwall. Very grateful for all the hard work provided by Cornwall.</p> <p>RA Feeling Cornwall is too remote, that is not to be disrespectful to Cornwall. But not being present makes decision making difficult. London ideal location for office, just cannot afford it at present.</p> <p>VC If APHA is going forward, need people offering services. Against this if elected to a board, expect to be taking part in the decision making.</p> <p>PMc The decisions taken offer no slight against anyone. We all come from a Local Authority background. With governance. We need set of rules to take changes forward. JR reminded everyone we have new Articles of Association and Operating Arrangement documents, which will be lodged with Companies House next week.</p> <p>KM Echoed the Chairman and apologised to VC also. Completely justified comments. Will not happen in the future.</p> <p>VC reiterated, all representatives elected to the Executive Board should be involved in decision meeting regardless of whether they are elected members of Local Authorities or senior officials/civil servants etc.</p> <p>RA Following the 2015 conference, Mersey Port Health Authority may be willing to take on a greater role within APHA. To concur with MD.</p>	
<p>EB 14/48 Update on arrangements for 2015 Conference in Liverpool</p>	<p>Person Responsible</p>
<p>MD outlined progress with conference, chosen a Marriott Hotel in Central Liverpool. Close to Lime Street Station. No budget set yet; aiming for 90 delegates per day. Costs to attend £100 per day. Aim to have by first quarter 2015, conference set. Work split between members and officers. Business to attract partners and associated businesses. Want six months advertising conference. Costs aiming for £600 per delegate. 2 day conference. Gala Dinner; St Georges Hall.</p>	
<p>EB 14/51 Creation of Operational Board</p>	<p>Person Responsible</p>
<p>VC AGM discussion and approval. Letter to go out to full membership, calling for nominees to new board. Role is to support Executive Board with Operational issues. Aim to hold an inaugural meeting this autumn. Target date for completion VC to decide.</p>	<p>VC</p>
<p>EB 14/52 Re-Appointment of Under Secretaries 2014-2015</p>	<p>Person Responsible</p>
<p>PMc asked SW and LD to continue to lead on the various technical disciplines they have responsibility for. Both agreed. Chairman offered his thanks.</p>	
<p>EB 14/54 AOB</p>	<p>Person Responsible</p>
<p>Decided in view of restructuring APHA to hold Executive meetings in Manchester next year, beginning on the 14 January 2015, 15 April 2015, 15 July 2015, and 14 October 2015.</p> <p><i>NB: The Chairman decided to omit certain items from the agenda due to earlier meeting between elected members and need to undertake workshop session in the afternoon.</i></p> <p>(Post the meeting of the 15 October 2014 it has been suggested the Terms of Reference and costs for Hayley are circulated amongst the Executive for comment and consideration for the future LD).</p> <p>In the afternoon, a workshop facility was held, hosted by Hayley Phipps from PROtential Coaching Ltd. Following on from the earlier event held at the conference in September. Hayley outlined her observations from the members' questionnaire, results and behaviours/dynamics from the conference. Hayley clearly stated that change needs to happen. She made it clear that APHA needs to embrace urgent & critical change to become a profitable commercial organisation and one which is held in high esteem.</p>	

There were five key themes.

1. Communication

- The way we behave and communicate as a leadership team.
- The way we communicate linked to our roles & responsibilities e.g the Ebola crises and the importance of what we do.
- The way we need to raise our profile and “VfM” (value for money) to our members.
- The way we market APHA through press releases and other media streams.

2. Training

- APHA could become a centre of excellence offering CPD development for new knowledge and refresher training.

3. Faster ways to engage with people

- Linking back to collaborative leadership and inclusion. Operating “silo’s” need to stop and a new fresh transparent way of working needs to be engaged.
- Regular building & developing of relationships with our existing members!
- Regular building & developing of relationship with potential new members!

4. Appreciate value of organisation

- The first step is to develop a very clear strategy with clear roles & responsibilities. Each “leader” will drive these activities which allows room for accountability and flow of information back to the collective team.

5. Develop network of collaborative partnerships and leadership

- Links back to who, when & where. APHA needs to identify strengths of people and who is available to contribute in a meaningful way.

Where do we go from here?

1. Need to clarify our aims – what are they? What are our objectives? The team discussed what are the aims of APHA. The objectives need to be clear and owned.
2. We need to improve the way we communicate.
3. Collaborate with our partners. Build relationships. Create a database. Have regular dialogue/contact and own relationships/action.
4. Empower people through organisation by identifying their key strengths and requesting leaders to participate.
5. Leadership with clear aims and we need to lobby
6. Improve discipline and set ground rules by agreeing behaviours which are in the spirit of inclusion, collaboration and builds a positive team spirit.
7. Decide on key deliverables by creating a clear strategy which the team own and allows action.

A Press Release had been developed by Councillor Linda Dirir, it was considered at the workshop, appreciated and Val Cameron agreed to complete and release this week

JR 20/10/14

