

APHA EXECUTIVE BOARD - AGENDA 15th May 2024

Meeting held online via Microsoft Teams commencing 09:30

[Click here to join the meeting](#)

EB 24/23	Welcome	Chair
EB 24/24	List of Attendees	Chair
EB 24/25	Apologies for Absence: John Laird	Chair
EB 24/26	Declarations of Interest	Chair
EB 24/27	Minutes of the previous EB meeting – 30th January 2024: a) Accuracy b) Matters arising that are not on the agenda.	Chair
EB 24/28	APHA Financial Report and Accounts. a) APHA Financial Report and Accounts. b) Financial Statement 2023/2024 c) Profit and Loss 2023/24 d) Income and Expenditure since the previous request (24 January 2024). e) Budget 2023/24 f) Budget 2024/25 Updating Savings Account Details. Matthew Gill's name is still on the UTB account as a signatory. Once new Chair in position it will need changing via a mandate. Andrea to change name on Aldermore account from Kate Larkin to Susie Smith (Lansdowne). g) Financial prediction 2024/25	LF
EB 24/29	Membership and Renewals. Renewals have commenced. Fenland DC have joined. Dover DC have not renewed citing financial reasons. JA to contact Beverley Edmonson to renew. MSC Cruises and Carnival UK have been contacted to join and are awaiting internal approval. Mersey PHA are still not members. Currently: 32 Corporate members 26 PLaN members 1 International member 3 Associate members	LF
EB 24/30	Website Website is still at the development stage.	LF

	Meeting to be held with Adrian and Kevin of Lansdowne went well Jan 2024. LF hoping to get more hours as per the backfill of a contractor as agreed by LPHA so work on the website can commence.	
EB 24/31	<p>Training</p> <p>Courses run since the last board meeting:</p> <ul style="list-style-type: none"> BASF pest control free online training: <ul style="list-style-type: none"> 17 April: Cockroaches and Bed Bugs 12:30 – 13:30 24 April: Fumigation 12:30 – 13:30 1 May: Rats 12:30 – 13:30 <p>Courses were successful and good feedback. 60-70 attendees per training session.</p> <p>Planned courses:</p> <ul style="list-style-type: none"> 22 May 2024 CIEH Port Health Coffee and catch-up Legionella Sampling Training Day onboard a cruise ship (Ambience) 17 June 2024, Tilbury. Ship Inspection workshop Grimsby: 8 or 9 March. Cancelled. Lack of numbers. Rescheduled to 24 June 2024. Ship inspection workshop Dublin. Date TBC. <p>Bookings less than expected for the 17 June legionella cruise ship training day. Board encouraged to send their staff if not already booked on.</p>	LF
EB 24/32	<p>Training Day and AGM 14 November 2024</p> <p>LF started asking speakers. We have speakers from LG Chemist, FERA, Nutrastat and Dealey Pest Control (fumigation) confirmed so far. Date for your diary. Many thanks to John Laird for making the booking.</p> <p>Student grant for the Training Day. Two grants of £100 towards travel and a free place. The student has to be enrolled in a EH course degree masters or apprenticeship. The board agreed two grants and there will be a need to vet the candidates.</p>	LF Chair
EB 24/33	<p>BTOM update</p> <p>The board to update re. any concerns from members in their regions re. the BTOM and its implementation</p>	ALL
EB 24/34	<p>CIEH Port Health Panel</p> <p>Helen to provide an update</p>	HB
EB 24/35	<p>MCA</p> <p>MoU update. LF and JW had a meeting with the MCA in Southampton 02/05/24.</p> <ul style="list-style-type: none"> MoU between APHA and MCA to be updated, tracked changes document is in progress. 	LF

	<ul style="list-style-type: none"> • MCA would like to know if the 'blue book' published 1995 re. food hygiene on ships is to be updated or not. Board to discuss if this is definitely not going to progress. • Request from the MCA for a representative of port health to attend a surveyor training session in Southampton and speak about food safety on ships. Board to discuss who is suitable and if happy to send an APHA trainer on their daily rate fee. 	
EB 24/36	Guidance for the management of Norovirus infection in cruise ships (2007) update working group First meeting held 03/05/24 at Carnival House in Southampton. LF and JW attended.	LF
EB 24/37	Executive Team update: The East of England PLaN Group, Brenda McRory to Chair and first in-person meeting held successfully at Felixstowe 5 October. Reciprocal meeting held at London Gateway Port 13 March 2024 inc tour of BCP. Ashford, Suffolk Coastal and Tendring DC attended. Photo was in the April newsletter. North PLaN update. LF to update re. BTOM work.	LF
EB 24/38	Increase of LF Association hours from 0.2 FTE to 0.4 FTE (max) proposal This was agreed at the 30 Jan meeting. Backfill for a contractor to do LF duties at LPHA has not commenced yet. Start date for contractor to commence was postponed by LPHA very recently.	LF
EB 24/39	APHA Handbook Volunteers required	LF
EB 24/40	IDB and Regulators' Pioneers funding SF to keep an eye on developments. <i>Regulators and local authorities can apply for grants of up to £1 million for projects that will help create a UK regulatory environment that encourages business innovation and investment.</i> Trading Standards Comms package.	SF
EB 24/41	EU Ship San Public Health Congress on Maritime Transport and Ports 2024: Innovations in Infectious Diseases Control and Occupational Health, 18-19 October 2024, Naples – Italy Board to discuss funding travel cost (flight only, currently £100 return approx.), attendance (€300 early registration fee) and hotel £300-£400 total stay for five individuals that are PHA members. There is no longer an APHA conference so it would be beneficial to offer member authorities the chance to attend a relevant conference in-person and is more cost-effective than resurrecting our own 2/3 day conference. It would be an incentive to retain membership and to offer it annually	LF

	to different individuals. Applications to be approved by the board. Written application to attend citing reasons how it would benefit their PHA. https://shipsancongress2024.eu	
EB 24/42	Succession planning Election of a new Chair	ALL
EB 24/43	Proposed Meeting Schedule: a. APHA Executive Board meeting schedule 2024: (1) Sep 24 TBC – online TEAMS (2) 13 Nov 24 - Union Jack Club b. AGM and Training Day 14 November 2024	Chair
EB 24/44	AOB PHA Centre of Excellence – supported/hosted by DEFRA. Quarterly meetings one representative each PHA. Confirmation from DEFRA in May 2024 that this is on hold. Board approval sought for purchase of Association branded promotional items such as mugs, ties, hessian bags, pens to increase the visibility of the Association at events.	LF LF SDT