

**APHA EXECUTIVE BOARD - AGENDA 15<sup>th</sup> November 2023**  
Meeting held at the Union Jack Club, Sandell Street, London, SE1 8UJ

EB 23/47	<b>Welcome</b>	Chair
EB 23/48	<b>List of Attendees</b>	Chair
EB 23/49	<b>Apologies for Absence:</b> Stacey Dallas-Thompson (Niall Convery attending in Stacey's absence). Simon Fuller and Steve Bell to attend via Microsoft Teams.	Chair
EB 23/50	<b>Declarations of Interest</b>	Chair
EB 23/51	<b>Minutes of the previous EB meeting – 27<sup>th</sup> September 2023:</b> a) Accuracy b) Matters arising that are not on the agenda.	Chair
EB 23/52	<b>APHA Financial Report and Accounts.</b> a. Final Accounts 2022/23 b. Income and Expenditure since the previous meeting c. Budget 2023/24 d. Updating Savings Account Details e. Membership Subscriptions 2024/25	LF
EB 23/53	<b>Membership and Renewals.</b> Cornwall PHA, Crawley BC and Mersey PHA, Medway Council are not members. JA has approached Mersey and Medway but not successful. LF will try to get Crawley to re-join as they are attending the training day.	LF
EB 23/54	<b>Website</b> Decided to go with the Lansdowne proposal for continuity and competitive quote. Lansdowne have agreed to develop a new website and it is at the development stage. The following pages have been done: <ul style="list-style-type: none"> <li>• Home page</li> <li>• About Us (but not the staff pages)</li> <li>• Seaports</li> <li>• Animal Health.</li> </ul>	LF

	<p>Feedback from the board would be appreciated. Link to new website at development stage: <a href="https://zoratron.com">https://zoratron.com</a></p> <p><b>Some comments received from a small cohort of PHA's:</b>  <i>Site users generally want to find what they want ASAP – the average time on a webpage when searching is ridiculously short – so simplicity and clarity are key on landing pages.</i></p> <p><i>Signposting – a user wants to be directed to the right place – so that needs to be clear, and jargon or 'in terms' should be avoided.</i></p> <p><i>Once in the right place – the user wants content and /or information. So what – don't put in page holders or signposts to empty pages – may look nice but is really frustrating to a user.</i></p> <p><i>What does the Assoc PHA trying to say? If using member generated content – how is relevance going to be maintained. Usually best to use links to other site (ie .Gov or PHA own sites) this will ease the admin burden.</i></p> <p><i>Members areas should only be used if there is information that APHA own, and web users can't get from other searches.</i></p> <p><i>I suggest that the handbook goes digital – and that becomes the basis of the website.</i></p> <p><i>I think any advice on the APHA website should be quite general and link to the Government website, e.g. FSA Imported Food</i></p> <p><i>It is very red which is quite a negative colour and associated with danger and excitement! There needs to be a bit more blue in there for the sky and sea if you see what I mean and to calm it down a bit.</i></p> <p><i>Join The Membership – replace with "Benefits of being a member" or "Benefits of Membership"</i></p> <p><i>Would it be possible to access the UK Port Health SharePoint Site from the members section or be notified that a document/newsletter has been added or updated in the members area?</i></p> <p><i>Could add a link to an older Newsletter in the Benefits of Membership Section to give an idea of what you get for your membership fee.</i></p>	
EB 23/55	<p><b>Training</b>  Courses run since the last board meeting:  Introduction to ship inspection webinar 12 October 23. 13 attended.  East of England PLaN meeting 5 October 23 at Felixstowe</p> <p>Planned courses:  Ship inspection workshop Dublin. Date TBC.  BASF pest control online training. Dates TBC.</p>	LF

	<p>Water Sampling training course developed by Timothy McKillen and delivered in Belfast earlier in the year.</p> <p><b>Action for Timothy and Stacey</b> – to review the course material before handing over to APHA. Update required.</p>	
EB 23/56	<p><b>Training Day and AGM 16 November 23</b> 14 speakers. 99 confirmed delegates. RHE Global confirmed as sponsors.</p> <p>Union Jack Club needs to be rebooked for the event in November 2024. John Laird to provide update re. if he will become a member and can book it for next year.</p> <p>Request from SF re. offering students subsistence/bursary for attending the annual training day and AGM in future years. Board to discuss.</p> <p>Review of Training Day and AGM to be done at 18 January 2024 meeting.</p>	LF
EB 23/57	<p><b>BRRG</b> (Border Reform Research Group) JA asked John Ambrose and Diana Tumova to provide feedback from the group and the Association not to get involved in the group. JA to provide any update.</p>	Chair
EB 23/58	<p><b>MCA</b> Julie Carlton of the MCA has reached out to the Association to review the MoU between the MCA and APHA. Also to work on updating the Food Safety Guidance on ships with other parties.</p> <p><b>Action:</b> LF and JW to meet with Julie and her team. This was an action at the last meeting. Due to Julie's busy schedule we have yet to find a suitable date but LF and JW to persevere.</p>	LF
EB 23/59	<p><b>Guidance for the management of norovirus infection in cruise ships (2007) update</b> Mel Skipp of Carnival Corp has requested that the subject be raised at this meeting re. updating the Norovirus guidance. Would the Association be able to set up a Working Group? Carnival would be happy to participate. It is best to liaise with CLIA and there would be good interest from other cruise lines. The current Norovirus guidance is out of date and has an error since publication.</p>	LF
EB 23/60	<p><b>Executive Team update:</b> Newsletter is published monthly by JW and the mail chimp software has shown an increase in open emails and article clicks.</p>	LF

	<p>Resurrection of the East of England PLaN Group, Brenda McRory to Chair and first in-person meeting held successfully at Felixstowe 5 October. Online meeting with the Scotland PLaN 25 October LF introduced to the Scottish members.</p> <p>LF and JW attended Seafish Importers meeting in London 3 November. Provided PHA perspective of the BTOM to the importers and industry experts present.</p> <p>LF to update re. BTOM work.</p> <p>LF and JW are keen to hear feedback from the board re. dissemination of relevant port health information to the membership and how it could be improved.</p> <p>LF and JW will be moving forward with changing the website.</p> <p>Handbook needs to be re-written. LF and JW struggling to find the time to do this task. Suggestions from website feedback are to make it electronically available in pdf format.</p>	
EB 23/61	<p><b>Operating Arrangements 4<sup>th</sup> amendment</b> have been updated. Please refer to the Operating Arrangements and Executive Summary attached.</p> <ol style="list-style-type: none"> <li>1. The Board consider the proposal to increase the rates in line with inflation and either confirm the rates, agree alternatives, or agree no change.</li> <li>2. The Board agree the amendments to the Operating Arrangements as indicated in the Reference document.</li> </ol>	Chair
EB 23/62	<p><b>Proposed Meeting Schedule:</b></p> <ol style="list-style-type: none"> <li>a. APHA Executive Board meeting schedule 2024 <ol style="list-style-type: none"> <li>(1) 18 Jan 24</li> <li>(2) May 24</li> <li>(3) Sep 24 TBC</li> <li>(4) Nov 24 TBC</li> </ol> </li> <li>b. AGM and Training Day 2024 TBC</li> </ol>	Chair
EB 23/63	<b>AOB</b>	Chair