

APHA EXECUTIVE BOARD - AGENDA 30th January 2024

Meeting held online via Microsoft Teams commencing 10:30

[Click here to join the meeting](#)

EB 24/01	Welcome	Chair
EB 24/02	List of Attendees	Chair
EB 24/03	Apologies for Absence: Simon Fuller Steve Bell	Chair
EB 24/04	Declarations of Interest	Chair
EB 24/05	Minutes of the previous EB meeting – 15th November 2023: a) Accuracy b) Matters arising that are not on the agenda.	Chair
EB 25/06	APHA Financial Report and Accounts. a. Financial Statement 2022/23 b. Income and Expenditure since the previous meeting c. Budget 2023/24 update d. 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. e. Financial prediction for rest of the financial year. Overlap of GG(Exec Officer and tele/internet fees) and CoL support (LF and JW) costs to be taken into account (May to Sep)	LF
EB 24/07	Membership and Renewals. Renewals will commence soon. Positive news that Crawley BC might rejoin. JA and latterly LF have attempted to get Mersey to rejoin. LF will try again. Currently: 34 Corporate members 26 PLaN members 1 Associate member 1 International member	LF
EB 24/08	Website Website is still at the development stage. Meeting to be held with Adrian and Kevin of Lansdowne. LF and JW struggling to find the time to put into developing new website.	LF

EB 24/09	<p>Training Courses run since the last board meeting: None.</p> <p>Planned courses: Ship Inspection workshop Grimsby: 8 or 9 March Ship inspection workshop Dublin. Date TBC.</p> <p>BASF pest control free online training: 17 April: Cockroaches and Bed Bugs 12:30 – 13:30 24 April: Fumigation 12:30 – 13:30 1 May: Rats 12:30 – 13:30 For discussion: fee for non-members</p> <p>Water Sampling training course developed by Timothy McKillen and delivered in Belfast earlier in the year. Stacey has forwarded the content to LF.</p> <p>Water Sampling Course onboard a cruise ship (Ambience) 17 June, Tilbury. For discussion: fee for members and non-members</p>	LF
EB 24/10	<p>Training Day and AGM 16 November 23 Feedback from the board.</p> <p>Some feedback from delegates:</p> <p><i>Very useful event, extremely well attended and very informative. Really enjoyed the content and networking with colleagues during and afterwards. Worked well with less time for questions actually, as gave it a bit more pace and often there aren't a great deal of questions anyway and time is lost. People can find The presenters anyway and ask a deeper question if needed. Very well organised! Very positive all round.</i></p> <p><i>It was a really useful day. Great mix of interesting speakers and ran well. The timing of each session was perfect and kept things flowing.</i></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 . Selection by draw, submission to have a qualifying question such as 'attendance will help me because. Do we want to offer a hardship place to maintain CPD?</p>	Chair LF SF
EB 24/11	<p>Training Day and AGM confirmed 14 November 2024, UJC. Date for your diary. With thanks to John Laird for making the booking.</p>	LF
EB 24/12	<p>Review of ship sanitation inspection fees The Executive Board are required to set the Ships Sanitation Inspection charges for the financial year 2024/25. Traditionally they have been raised in line with the RPI annual rate of inflation to September, rounded to the nearest £5. September is chosen</p>	LF

	<p>because it is the rate for this month that the Government uses for increases to benefits/pensions etc. that are implemented for the next financial year.</p> <p>According to the report from the Consumer price inflation, UK - Office for National Statistics, the RPI annual rate of inflation to September 2023 was 8.9%. The old and proposed new charges are below and, if approved, come into effect on 1st April 2024.</p> <p>SHIP SANITATION INSPECTION CHARGES 2024/25</p> <table> <thead> <tr> <th>Old Rate (2022/23)</th> <th>New Rate (2024/25)</th> </tr> </thead> <tbody> <tr> <td>Up to 1000</td> <td>£125</td> <td>£135</td> </tr> <tr> <td>1,001 to 3,000</td> <td>£170</td> <td>£185</td> </tr> <tr> <td>3,001 to 10,000</td> <td>£250</td> <td>£270</td> </tr> <tr> <td>10,001 to 20,000</td> <td>£325</td> <td>£355</td> </tr> <tr> <td>20,001 to 30,000</td> <td>£415</td> <td>£450</td> </tr> <tr> <td>Over 30,000</td> <td>£480</td> <td>£520</td> </tr> <tr> <td>Vessel 50 – 1000 persons</td> <td>£480</td> <td>£520</td> </tr> <tr> <td>Vessel > 1000 persons</td> <td>£820</td> <td>£890</td> </tr> <tr> <td>Extensions</td> <td>£95</td> <td>£105</td> </tr> </tbody> </table>	Old Rate (2022/23)	New Rate (2024/25)	Up to 1000	£125	£135	1,001 to 3,000	£170	£185	3,001 to 10,000	£250	£270	10,001 to 20,000	£325	£355	20,001 to 30,000	£415	£450	Over 30,000	£480	£520	Vessel 50 – 1000 persons	£480	£520	Vessel > 1000 persons	£820	£890	Extensions	£95	£105	
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EB 24/13	CIEH Port Health Panel	Chair																													
EB 24/14	MCA MoU update	LF																													
EB 24/15	Guidance for the management of Norovirus infection in cruise ships (2007) working group	LF																													
EB 24/16	<p>Executive Team update:</p> <p>Resurrection of the East of England PLaN Group, Brenda McRory to Chair and first in-person meeting held successfully at Felixstowe 5 October. Reciprocal meeting to be held at London Gateway Port proposed March 2024. Ashford and Dover to also attend.</p> <p>North PLaN update.</p> <p>LF to update re. BTOM work.</p>	LF																													
EB 24/17	<p>Increase of LF Association hours from 0.2 FTE to 0.4 FTE (max) proposal</p> <p>LF and JW work for the Association 3.5 days combined (24.5 hours per week). This doesn't appear to match the hours done by the previous postholder or any previous incumbents, the former of whom was 34.77 hours per week on average. For discussion.</p> <p>I have been requested to do these APHA roles but we do not have the time. They are roles that James can't do:</p> <ul style="list-style-type: none"> - FHPS (Future of the Health Protection Sys) working group - Public Health round table UKHSA working group 	LF																													

	<ul style="list-style-type: none"> - Import data management subgroup APHA working group - APHA Handbook re-write/update <p>Other items that require more time input in particular: Website BTOM work ongoing inc comms to members Notes/minutes of PHA BCP meetings fortnightly Membership renewals</p> <p>Extra costings from 0.2 to 0.4 LF 7 hours x hourly rate of £38.57 = £270 x 42 weeks (average) = £11,340 per annum projected. Accounts show that the projected surplus for 2023 – 2024 is £12,643.34. The Association currently has X in reserves.</p> <p>Request for the board to approve Executive Lead role from 0.2 FTE to 0.4 FTE (1 extra day per week on average = 7 hours). JW hours of 0.5 FTE to remain the same. To provide a better service for the members, improve comms, to increase income by getting new members and putting on innovative training courses.</p>	
EB 24/18	APHA Handbook Volunteers required	LF
EB 24/19	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 24/20	Operating Arrangements 4th amendment have been updated and agreed to increase subsistence rates in line with inflation at last board meeting.	Chair
	Succession planning Election of a new Chair	ALL
EB 24/21	Proposed Meeting Schedule: a. APHA Executive Board meeting schedule 2024 (1) 30 Jan 24 (2) 15 May 24 10:30 (3) Sep 24 TBC (4) 13 Nov 24 b. AGM and Training Day 14 November 2024	Chair
EB 24/22	AOB Letter from Association to the environment minister re. BTOM PHA Centre of Excellence – supported/hosted by DEFRA. Quarterly meetings one representative each PHA. In the development stage.	Chair LF