

## Minutes of the APHA Executive Board Meeting Wednesday 16 April 2014

**CIEH HQ, Chadwick Court, London 1330 hrs.**

<b>EB 14/13 List of Attendees</b>	<b>Person Responsible</b>
<p>List of Attendees:            Cllr Hugh Barrett – Manchester PHA (Chair)            Cllr Pat McCarthy – Belfast City Council, Vice Chairman            Gary Cooper – Cornwall PHA            Sandra Westacott – Southampton PHA            Cllr Jackie Raymont            Cllr John Warman – Swansea PHA            Val Cameron – States of Guernsey            Laurence Dettman – Hull and Goole PHA            John Robinson – Manchester PHA            Shaby Nagra – Hillingdon, Under Secretary            Cllr Vinson - Southampton PHA, Chairman of Overview &amp; Scrutiny            Cllr K Morley - Manchester PHA, Vice Chairman of Overview &amp; Scrutiny            Gary Gould – Royal Air Force            Minutes taken by: John Robinson</p>	<p>HB            PMc            GC            SW            Cllr.JR            JW            VC            LD            JR            SN            CllrAV            Cllr KM            GG</p>
<b>EB 14/14 Apologies for Absence</b>	<b>Person Responsible</b>
<p>Geoff Brown – Cornwall PHA            Cllr R Abbey – Mersey PHA</p>	
<b>EB 14/15 Minutes of Previous Meeting 15 January 2014</b>	<b>Person Responsible</b>
<p>HB welcomed everyone to meeting; outlined full agenda ahead and hoped members would work within the agenda. Mentioned narrow level of profit for year. Important to work in parallel with our partners in the CIEH and set up the administration arrangements for APHA. Item 14/4 update CIEH partnership and administration.</p> <p>If we are not careful APHA could so easily disappear. Must get the message across to all membership, not just to mention to people around the boardroom table.</p> <p>SN: Thought Business model not working at present. May need operating model. VC: On administration front, in meetings with CIEH still working with Graham Jukes on list of things. Further meeting 15 May 2014. Admin support, minutes, setting up meetings, desk upstairs, telephone answered. Until we reach agreement first with CIEH, and then APHA board – can not move forward in way we envisage. Cllr JR: We talked in January, now April. But decisions not taken yet. Why? SW had persuaded Southampton to carry on. HB: APHA has been dysfunctional in the past, we need time. Hopeful new arrangement can be circulated by team via email following meeting on the 15 May 2014. VC: Still sees APHA as worthwhile. Will deliver business model to demonstrate to members that APHA is worth fighting for.</p> <p>JW: As a new elected member was impressed with APHA. Patience required and understanding of the situation. In Wales councils being cut from 22 to 6. Cloud of uncertainty everywhere.</p> <p>Cllr AV: asked for clarification on the conclusion of office space at Warbrook Wharf. GC explained he had been with VC to check out yet another cabinet found in basement a Warbrook Wharf. Only full of out dated paperwork. Instructed City of London to dispose. Then end of rent payable to City of London.</p> <p>14/7 Ship San programme. SW asked who went to Athens. GC 5 people went to Athens, himself as observer. Impressed how shipsan was delivered. They are keen to develop more training with APHA/CIEH. Work in progress.</p>	VC

<p>CIEH want to work with us, jointly in partnership, more income coming our way. 14/8 Increase in Ship Sanitation Certificates: LD need by Department of Health (DoH) to publish changes. DoH still happy for APHA to set charges, little concerned that non-members will do otherwise.</p> <p>VC: suggests DoH insist that charges set by APHA be the national charge. LD: In future, further charges for accommodation for pest control, outbreak management, clean up after norovirus. Currently not able to charge. Could be part of work stream APHA working on.</p> <p>Amended minutes moved by GC. Seconded by Cllr JR.</p>	
<p><b>EB 14/16 Questions raised by O&amp;S at meeting of 10 February 2014</b></p>	<p>Person Responsible</p>
<p>Cllr AV: took the opportunity to outline comments and concerns from the O&amp;S meeting of the 10 February 2014. EB14/3 Meetings scheduled, should take place on prescribed day. HB: I did not personally postpone meeting. GC: I cancelled meeting due to only three people attending. Huge gaps between meeting as a result. Cllr PMc visibly upset, meetings should be set in stone. Give a fortnights notice as a reminder in future.</p> <p>EB14/5 Problems with conference equipment: Video/Audio not working. Chairman for sessions should be named well in-advance</p> <p>EB14/4 b) conferences around the country should be balanced perhaps London one year/visit another part with special event or invite another year.</p> <p>EB14/6 a) JR and BA agree to deliver various suggested amendment of Articles of Association and Operational arrangements. JR agreed will be delivered by next meeting of executive before AGM.</p> <p>EB14/6 b) John Craigs memorial address. VC forwarded info to all student and academic instructions calling for papers by May.</p> <p>EB14/7 Review of Association Policies. Need to look at relevant documents.</p> <p>EB14/8 Responses to consultation, need for adequate response and communication between appropriate under secretary/committee secretary to coordinate.</p>	<p>JR/BA</p>
<p><b>EB 14/17 Update CIEH Partnership and Administration</b></p>	<p>Person Responsible</p>
<p>GC: indicated visit of this discussed in matters arising.</p> <p>Would outline areas not mentioned earlier. APHA now has a desk, telephone answered twice a day, messages forwarded. Further discussion on electronic outcome on 15 May 2014.</p> <p>Website, still being tampered with. Permission granted by board to revise. Commission new format. To allow changes ourselves in future. Recommend placing website within CIEH infra structure. SW: Identity protected? Cllr AV: When up and running? GC: By end of May.</p> <p>Cllr PMc: Are we confident of functional website that is safe and secure? Can we employ someone other than CIEH employee. Lot of members suspicious, is this going to be a takeover bid?</p> <p>GC: The CIEH want to work in partnership with APHA, not take us over. Recognise the expertise within APHA and want to develop that for the benefit of Port Health. LD: Is there any chance of discontinuing the old website? GC: Site in America, very difficult with Federal law. Who set it up? APHA being ignored. LD: CV can we take intellectual procedural advice, via suitable solicitor.</p>	
<p><b>EB 14/18 Conference Update</b></p>	<p>Person Responsible</p>
<p>GC: CIEH already involved. Staff at Manchester came up with potential programme. SW: Executive should come up with conference programme. GC: Grateful for offer of help from Manchester, team effort, hopeful to finalise programme by next meeting.</p> <p>JR: Important to finalise before next meeting to start advertising conference programme. In addition offer from Mersey PHA to host next year's conference. SW: Southampton could not support conference in location away from Central London. General interest in Mersey proposal. Invite further information by next meeting.</p>	<p>GC/AS/ JR</p> <p>RA</p>

<b>EB 14/19 Chinese Delegation Visit</b>	Person Responsible
HB outlined visit to Manchester by Chinese delegation. Believe Southampton and London also take part. Chinese delegations want to work closely with APHA on updating their policies and procedures. Agreed SW should make contact with Chinese delegation to set up dialogue for APHA.	SW
<b>EB 14/20 Large Ports Meetings</b>	Person Responsible
General concern that APHA not formally invited to these meetings. Mersey and Southampton take part. Yet Heathrow/Hillingdon excluded. APHA concerned decisions being made to the exclusion of APHA and membership not represented. Need to inform government agencies of this exclusion. SW: Leatherhead want APHA involved with Food Frauds. GC: Concerned this group taking on work not involving smaller ports. How best can we approach this group?	GC
<b>EB 14/21 Finance Report and Accounts</b>	Person Responsible
GC: Impact of re-alignment of fees unknown. Number of questions asked by membership. Gross Profit for Year: £68,479.91 Expenses: £42,287.06 Leaving Profit for year of £26,192.85. HB: Suggestion to move £10,000 into reserve after receiving new subscriptions from members. PMc: use the money to help officers develop progress towards the improvements highlighted today. SN: Three questions:- 1: Travel of £2,083.72 GC: explained costs 2: Catering of £1,919.25 Cllr JR: Cut down on catering 3: £1,720 travel to London. GC: Additional meetings to fund VC and GC. Cllr AV: Sustainable expenditure. GC: Possible to forecast potential expenses for the future.	
<b>EB 14/22 Shipsan Update</b>	Person Responsible
GC: expressed Shipsan update. Operation funded by EU. Shipsan want APHA to undertake more work for next year. Another training event to take place later in the year. APHA definitely benefitting from being involved in this project. Possibility to be able to send other people on next training event.	GC
<b>EB 14/23 Port Health Handbook</b>	Person Responsible
LD: The next hand book should run for two years 14/15. Numbers produced to be increased. Possible newsletter to be produced alongside this.	GC/LD
<b>EB 14/24 Succession Planning</b>	Person Responsible
JR wished to raise awareness about succession planning. APHA needs to make provision for the future. If it does not, the organisation may disappear. LD: announced he was planning to exit and offered support to the idea. SN: Wanted to introduce mentoring. He had this in his own authority and would promote youngsters to attend technical meetings. JW: Age profiling – losing expertise. Must embrace the idea. JR: Incorporate in next business plan.	JR
<b>EB 14/25 Any Other Business</b>	Person Responsible
GC training courses with CIEH. To circulate to all APHA members to see what they think.  Meeting closed at 16:10	