

AGENDA OF APHA EXECUTIVE BOARD MEETING April 16th 2014, Chadwick Court, London at 13:30 hrs.

EB 14/26	List of Attendees	
EB 14/27	Apologies for absence	
EB 14/28	Minutes of previous meeting 16 April 2014	HB
EB 14/29	Matters arising for items not on this agenda only	
EB 14/30	Minutes of Overview & Scrutiny meeting, 30 April 2014. Actions arising not on this agenda only	BA/KM
EB 14/31	Proposed changes to the Articles of Association and Operating Arrangements	BA/JR
EB 14/32	Update of CIEH partnership and Administrative arrangements. Minutes from meeting held at Chadwick Court, 15 May 2014. Matters arising	VC
EB 14/33	Conference update and decisions needed for conference	GC
EB 14/34	Mersey Port Health Proposal to host the 2015 Conference	JR
EB 14/35	APHA Financial Report, Accounts and Membership Renewal	GC
EB 14/36	APHA Voting Arrangements, to be completed before the AGM	JR
EB 14/37	APHA Website and Communications, External Meeting Report	GC
EB 14/38	Creating of a Technical Board and Terms of Reference	VC
EB 14/39	IFSIP Advisory Board Meeting, External Meeting Report	MD
EB 14/40	Any Other Business	

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 28
Person Responsible:	John Robinson
Title:	Minutes of Previous Meeting, 16 April 2014
Reference Documents:	14 28 (01)

Summary:

The minutes from the meeting of the 16 April 2014 are included for Executive member's consideration.

Please note, items marked in red on the minutes, appear on the agenda for this meeting. Comments will be invited at the appropriate point on the agenda, not in the minutes.

Those items not on the agenda for the meeting on the 16 July will be dealt with as matters arising from these minutes.

Comments will be particularly welcome from those members who will not be present at the meeting of the 16 July 2014.

Recommendations:

Members accept these minutes, agree via email and take appropriate action.

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	JR

14 28(01)

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

CIEH HQ, Chadwick Court, London 1330 hrs.

EB 14/13 List of Attendees

Person
Responsible

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 & Scrutiny
Cllr K Morley - Manchester PHA, Vice Chairman of Overview & Scrutiny
Gary Gould – Royal Air Force
Minutes taken by: John Robinson

HB
PMc
GC
SW
Cllr.JR
JW
VC
LD
JR
SN
CllrAV
Cllr KM
GG

EB 14/14 Apologies for Absence

Person
Responsible

Geoff Brown – Cornwall PHA
Cllr R Abbey – Mersey PHA

EB 14/15 Minutes of Previous Meeting 15 January 2014

Person
Responsible

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.

Admin arrangements with CIEH on Agenda 14/32

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.

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.

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.

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 at Warbrook Wharf. Only full of out dated paperwork. Instructed City of London to dispose.

VC

<p>Then end of rent payable to City of London. 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. 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. 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. Amended minutes moved by GC. Seconded by Cllr JR.</p>	
<p>EB 14/16 Questions raised by O&S at meeting of 10 February 2014</p>	<p>Person Responsible</p>
<p>Cllr AV: took the opportunity to outline comments and concerns from the O&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. EB14/5 Problems with conference equipment: Video/Audio not working. Chairman for sessions should be named well in-advance EB14/4 b) conferences around the country should be balanced perhaps London one year/visit another part with special event or invite another year. On Agenda 14/34 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. On Agenda 14/31 EB14/6 b) John Craigs memorial address. VC forwarded info to all student and academic instructions calling for papers by May. EB14/7 Review of Association Policies. Need to look at relevant documents. EB14/8 Responses to consultation, need for adequate response and communication between appropriate under secretary/committee secretary to coordinate. On Agenda 14/37</p>	<p>JR/BA</p>
<p>EB 14/17 Update CIEH Partnership and Administration</p>	<p>Person Responsible</p>
<p>GC: indicated visit of this discussed in matters arising. On Agenda 14/32 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. 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. 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? 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>	



EB 14/18 Conference Update On Agenda 14/33	Person Responsible
<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>
EB 14/19 Chinese Delegation Visit	Person Responsible
<p>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.</p>	<p>SW</p>
EB 14/20 Large Ports Meetings	Person Responsible
<p>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?</p>	<p>GC</p>
EB 14/21 Finance Report and Accounts On Agenda 14/35	Person Responsible
<p>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.</p> <p>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.</p> <p>SN: Three questions:-</p> <p>1: Travel of £2,083.72 GC: explained costs</p> <p>2: Catering of £1,919.25 Cllr JR: Cut down on catering</p> <p>3: £1,720 travel to London. GC: Additional meetings to fund VC and GC.</p> <p>Cllr AV: Sustainable expenditure. GC: Possible to forecast potential expenses for the future.</p>	
EB 14/22 Shipsan Update	Person Responsible
<p>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.</p>	<p>GC</p>

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 30
Person Responsible:	John Robinson/Councillor Keith Morley
Title:	Minutes of Overview & Scrutiny, 30 April 2014
Reference Documents:	14 30 (01)

Summary:

The minutes of the Overview and Scrutiny Committee are included for information and feedback to the Executive Board.

O&S 14/15: Minutes of the Executive Board, 16 April 2014:-

A lengthy response to the deliberations of the last APHA Executive Board meeting from 16 April is included.

Hopefully members will note the comments and respond at the appropriate point in the matters arising or new agenda item for the agenda on the 16 July 2014.

O&S 14/19: Any Other Business

Succession Planning; Note Comments. On agenda as EB 14/38 Creating a Technical Board, Terms of Reference.

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	JR/KM



Item O&S 14/12

Draft Minutes of the Overview & Scrutiny Committee

held at Chadwick Court, London on 30th April 2014

14 30 (01)

Present			
Councillors:	Adrian Visnon Keith Morley	Southampton Manchester	AV KM
Officers:	Andrew McClenaghan John Lee Gary Gould Bill Arnold	Belfast Highlands RAF Swansea	AM JL GG BA
O&S 14/11 - Apologies for absence			
Apologies were received from Cllrs. Sherlock & Kimber.			
O&S 14/12 - Nominations for O&S vacancy			
<p>Cllr Vinson reported that, following the advertisement, no nominations had been received. It was agreed that geographically we already have a reasonable representation and, given that O&S has only one meeting left this year, that the vacancy is therefore carried forward to the AGM in September.</p> <p>GG advised that he is to retire from the RAF and as such will stand down from O&S at the AGM.</p>			
O&S 14/13 - Minutes of the previous O&S meeting held on 10th February 2014			
Agreed as a true record.			
O&S 14/14 - Matters arising from those minutes			
All matters arising were agenda items under discussion.			
O&S 14/15: - Minutes of the Executive Board 16th April 2014			
1.	<p>The Chairman advised that the Executive Board had had lengthy discussion about the Business Model, and resolution of the lease at Walbrook Wharf. O&S agreed that adequate resource should be made available, together with strong leadership, to ensure success of the Business Model being developed by Val Cameron.</p> <p>Cllr Vinson was content that the Executive had considered comments made by O&S and outlined the responses made in the minutes of that meeting. O&S noted the legal implications surrounding the web site and the efforts to remedy the situation.</p>		
2.	<p>EB14/16 - 14/18: - O&S questions; and CIEH & Conference updates</p> <p>a) Matters under development to be completed by the next meeting of the Executive on 16th July including the Articles of Association, Operational Arrangements, and the</p>		

Conference Programme were noted. O&S would call for flexible future conference arrangements - subject to suitable costings, London should not be the exclusive venue.

b) CIEH support arrangements regarding meetings, web site hosting, handbook production, secretarial support, email & telephone services and desk facility - all subject to a further meeting on 15th May was noted.

O&S agrees, in principle, that such CIEH support is potentially cost effective and the best way to secure APHA's future. Negotiation transparency is, however, essential with full costings available for scrutiny prior to the agreement being signed off. O&S would seek assurance that any arrangements are sanctioned by the full Executive Board before implementation.

c) Concern was expressed regarding a **perception of the CIEH taking over APHA**, as evidenced in recent e-mails issued by the CIEH *'on behalf'* of the Association. The lengthy signature name, job title and address footers give that impression. O&S would seek assurance that the format of all APHA documents issued by the CIEH must be agreed to remedy this.

d) Noted that **Membership detail** of the Executive Board and O&S, contained on page 5 of the February newsletter, was incorrect. The Executive must ensure that detail in future issues are correct.

e) Technical Committees - O&S is also concerned of the impression in the newsletter that the Technical Committees are fully functioning when this is not the case. The need to be upbeat in such communications is understood, but O&S would urge the Executive to rethink condensing of 4 Committees (each lasting 2 hours on average) to 2 in June (each 2 hours) followed by joint training session in the afternoon as an ongoing format. To attract attendance at meaningful committees, the experiment must be closely monitored in tandem with the current discussions with the CIEH regarding support and conferencing facilities.

f) Draft Conference programme - O&S awaits an update on the initial draft and would request that a Conference paper is included to bottom out committee attendance problems in full and open discussion to agree a workable format for 2014.2015

g) Meeting intervals - A request, in the email accompanying the Exec Board minutes, to alter the interval between Executive Board and O&S meetings was noted. It was agreed that this should be deferred to conference, and that a meetings schedule be agreed for 2014.2015 immediately after the AGM. Given diary clashes and the need to make travel arrangements in advance, agreed dates should be 'set in stone' for the Executive Board, O&S and all Technical Committees the following year.

EB14/19: - Chinese delegation visit - Noted.

EB14/20: - Larger Ports meetings - Noted.

O&S echoed the regret that APHA has not been involved in these meetings. The Chairman was concerned that, clearly, no direct contact had been made by APHA with officers or elected members of dissenting Authorities as assured at the last AGM and subsequently requested by O&S. This is very disappointing and the Executive are requested to ensure that such contact is made immediately after the forthcoming elections in May.

EB 14/21, 14/22 & 14/23: - Finance report; Shipsan update; and Port Health Handbook

Noted.

The Chairman advised that £7K income from the Shipsan work undertaken by APHA should be included bringing the nett surplus to £33K.

O&S commended the improved year-end results and consider that, in light of the satisfactory controls implemented by Cornwall, the cautious approach by the Executive could be somewhat relaxed providing adequate resource to ensure success of the agreed Business Model.

A 3 year financial projection should be instigated including a spending plan and agreed level of contingency.

Furthermore, the Executive should now consider employing a retired officer as Executive Officer part time to move the Association forward. This suggestion is in no way a criticism of Gary Cooper but a realisation that 'two day jobs' is perhaps not realistic in securing progress from the foundations he has already secured for APHA. Alternatively the Board should consider a part time volunteer assistant for Gary to share the load./

EB14/24: - Succession planning - Agenda item O&S 14/19(4) below

EB14/25: - AOB - Training courses

The chairman circulated the PHE flyer, distributed at the Board meeting, regarding Zoonoses Workshops to be held at London 1st May, Cardiff 4th June, Exeter 16th July, Nottingham 2nd September and 23rd October at York.

O&S 14/16 - Profit & loss Statement

Noted, as above.

O&S 14/17 - Contact details

Current information circulated was considered. The Chairman asked members to advise the secretary of any updated detail.

O&S 14/18 - APHA February Newsletter

Given that some information was incorrect as noted above, Members considered this a good start to inclusiveness of member Authority officers and elected representatives.

O&S 14/19 - Any other business

1.	Chairman's items	Included above throughout
2.	CIEH update	Discussed above
3.	Conference arrangements	Discussed above
4.	Succession planning	The Chairman amplified the short paper presented to the Executive Board and outlined the need to consider progression of middle management and serving officers; and to attract graduates to the port health discipline. It was agreed that this is a complicated

5.	Technical Committees	<p>question exacerbated by the current student curriculum and portfolio requirements, together with the local authority financial constraints.</p> <p>Could APHA subsidise students attached to port health authorities in attending Technical Committee, PLAN & PHSIG meetings?</p> <p>Should annual subs be increased to fund this?</p> <p>Could other stakeholders contribute to APHA in funding the above?</p> <p>O&S would suggest that time should be taken, perhaps at Conference, to examine low cost training, recruitment, retention and progression issues.</p> <p>AM advised of concerns made by his officers regarding Technical Committees, summarised as follows:</p> <ul style="list-style-type: none"> - Marginalisation of the committee system - Leadership and governance issues creating lack of confidence at officer level - Cancellations at last minute - Conference facilities not working - Policies appearing 'out of nowhere' - Support required for the Tech Cttee backbone of APHA - Untimely circulation of agendas and minutes
O&S 14/20 - Future meeting 2013.2014		
Executive Board: 17th July		O&S Committee: 6th August (11.30 - 2.30pm)

APHA PORT HEALTH AUTHORITY		
Executive Summary		
Agenda Item:	EB14 31	
Person Responsible:	John Robinson	
Title:	Proposed changes to the Articles of Association And Operating Arrangements	
Reference Documents:	14 31(01)	
<p><u>Summary:</u> At last year's APHA conference, revised Articles and harmonised Operating Arrangements were presented to the membership. The work was described as '<i>work in progress</i>'. It was agreed that the Overview and Scrutiny Committee should look at the documents and fine tune the content. The results are included here for Executive Members consideration before being offered for adoption at the AGM in September.</p> <p>The principle changes involve quorate numbers for the Executive and Overview and Scrutiny Committee.</p> <p>Desirable that the Chairman of the APHA Executive Board and the Overview and Scrutiny Committee do not come from the same Port Health Authority.</p> <ul style="list-style-type: none"> • Introduction of a card system for voting at the AGM. • Harmonisation of selection of Chairman and Vice Chairman of APHA Executive and Overview and Scrutiny Committee. • In addition, the Company Secretary requests the higher figure of £2,000 expenditure in one single transaction be allowed, rather than £1,000 currently. <p>Many thanks to the members of the Overview and Scrutiny Committee for all the hard work in revising these documents.</p> <p>Articles of Association Revised Edition to be sent separately due to its size. Operating Arrangements Revised Edition to be sent separately due to its size.</p>		
<p><u>Recommendations:</u> That members endorse the changes to the documents and allow the changes to be presented at the AGM.</p>		
<p><u>Comments:</u></p>		
Actions:	Date:	Person Responsible:
	16/07/14	JR

APHA PORT HEALTH AUTHORITY		
Executive Summary		
Agenda Item:	EB14 32	
Person Responsible:	Val Cameron	
Title:	Update of CIEH Partnership & Administrative Arrangements. Minutes from meeting held at Chadwick Court, 15 May 2014, & Matters Arising	
Reference Documents:	14 32(01)(02)	
<p><u>Summary:</u> On the 15 May, Val Cameron, Gary Cooper and John Robinson met with Graham Jukes to discuss progress with the requirements that APHA are seeking from the CIEH.</p> <p>The upshot was the CIEH require the details in writing to enable costing's to be considered.</p> <p>Val Cameron has since had a teleconference with Graham Jukes and will report back, either via email or at the meeting on the 16 July.</p> <p>Please find notes of CIEH-APHA and Partnership Proposal for Partnership working between CIEH and APHA.</p>		
<p><u>Recommendations:</u> That members once in receipt of the latest information, formulate a reply back to the CIEH</p>		
<p><u>Comments:</u></p>		
Actions:	Date:	Person Responsible:
	16/07/14	JR

14 32(01)

Notes on APHA/CIEH partnership.

During 2012/13 it was recognised that the business management model at APHA was no longer sustainable and other options were discussed. Cornwall Council had taken over the business admin and financial management of APHA as an interim solution.

The CIEH was approached to undertake some of the business activities and an agreement was made. This was announced at the APHA AGM in Newquay, September 2013.

Since then a small working group has been negotiating with the CIEH and a 2 phased arrangement was considered.

The first phase, already underway since January 2014:-

The business address of APHA lodged with Companies House is now Chadwick Court. A desk and office space has been set up at Chadwick Court, with phone, IT work station etc. The office at Port of London has been cleared out and mail redirected. The office contract with POL has been terminated.

The APHA phone will be answered and messages forwarded to the APHA expert list. Emails will be picked up twice a day and diverted to the relevant APHA person.

The invoices for the APHA annual subscriptions have been sent out by CIEH and monies collected will be forwarded to the APHA accounts.

Marketing material is being prepared jointly to be sent out to encourage membership/rejoining etc. CIEH will provide mailing service.

APHA business meetings are now taking place at CIEH and will be reviewed at the end of the year.

The APHA conference will take place at CIEH this year.

A meeting will take place on 15th May to establish the cost to APHA for the current level of service from CIEH. This will be reported to the Executive Board for agreement.

Cornwall Council still managing accounts, providing Company Secretary etc.

Possible 2nd phase

Dedicated staff to undertake all business management functions at CIEH. This will depend on how things go and the Board's decision following the annual review.

SHIPSAN

EU funding for communication work package - the e-newsletter is being formatted and circulated by Cornwall and may be passed to CIEH - discussion ongoing

Additional work streams on preparation and proof reading of leaflets etc may be done by CIEH on behalf of APHA - discussion ongoing

Training course development for Shipsan - discussion on going re collaboration with Shipsan/APHA/CIEH, potential for accreditation of courses by CIEH- discussion ongoing.

14 32(02)

Proposal for partnership working between CIEH and APHA Phase 1

Action	Cost
The business address of APHA lodged with Companies House is now Chadwick Court.	0
A desk and office space has been set up at Chadwick Court, with phone, IT work station etc.	
The APHA phone will be answered and callers directed to the relevant APHA expert. Email messages will be checked and forwarded twice per day to the APHA expert list.	
The invoices for the APHA annual subscriptions have been sent out by CIEH and monies collected will be forwarded to the APHA accounts on a monthly basis.	
Marketing material will be prepared jointly to be sent out to encourage membership/rejoining etc. CIEH will provide mailing service.	
APHA business meetings will now taking place at CIEH and will be reviewed at the end of the year.	
The APHA conference will take place at CIEH this year. CIEH will provide admin support etc as per scoping brief	£15K
Cornwall Council still managing accounts, providing Company Secretary etc	0

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 33
Person Responsible:	Gary Cooper, Val Cameron, John Robinson
Title:	Conference Update
Reference Documents:	14 33(01)(02)(03)(04)

Summary:

The three day conference programme for the APHA conference is attached. The conference has been created as a low cost event with a daily rate of £120 for APHA members and £150 for non-members. Accommodation is extra and the responsibility of the delegate.

There are two social events: Tuesday evening 9 September 2014 on board paddle steamer Tattersall Castle £25 per head. Informal gathering.

Black tie: Wednesday 10 September on board Merchant Vessel President. For those attending the conference, price inclusive, additional guests £30.

A full explanation of the events arranged will be offered by the people responsible above.

Costing's will be very similar to those experienced last year at the Cornwall Conference.

Running order to be confirmed.

Recommendations:

Those members of the executive endorse the conference details and support the event.

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	GC/VC/JR

14 33(01)

APHA Conference 2014 - Moving Forwards and Managing Change

Day 1 – Chartered Institute of Environmental Health

10:00 – 10:30	Tea & Coffee
10:30 – 12:30	APHA – AGM (Council Chamber)
12:30 – 13:30	Lunch
13:30 – 14:00	Opening Welcome/ Overview of conference (APHA Chair & Graham Jukes OBE, Chief Executive, Chartered Institute of Environmental Health)
14:00 – 14:30	Mike Peters, Project Officer (DEFRA) - Automatic License Verification System
14:30 – 15:00	Lauren King, Education Officer, CIEH – ‘Student Training Opportunities, the future of Port Health’
15:00 – 15:15	Questions
15:15 – 15:45	Tea/Coffee
15:45 – 16:15	Jenny Rainbird, Senior Project Manager, BMT Group Ltd – Single Window Project
16:15 – 16:45	UKFSS – Food Standards Agency – Name TBC
16:45 – 17:15	Alison Ross, Department of Health - Health Protection (Ships & Aircraft) Regulations 2013
17:15 – 17:30	Questions
19:00	Dinner on board river boat (optional)

14 33 (02)

Day 2 – Practitioners (Chartered Institute of Environmental Health)

09:00 Registration

- 09:15 Opening of day 2 – Keynote speaker Paul Cosford, Director of Public Health England
- 10:00 – 10:30 Allan Johnson, Senior Environmental Health Officer, Harlow Council – ‘Control of Noro-Virus on a Cruise Ship’
- 10:30 – 11:00 Martin Easter – Hygiena International LTD – ‘Background to ATP, Operational and Research Possibilities’
- 11:00 -11:10 Questions
- 11:10 – 11:30 Tea/Coffee
- 11:30 – 12:00 Eirian Thomas, Principal Health Protection Scientist, Public Health England - ‘Radiological Events at Ports’
- 12:00 – 12:30 Professor Tom Solomon, University of Liverpool – ‘Emerging Infections and Biological Threats’
- 12:30 – 13:45 Lunch
- 13:45 – 14:15 David Robertson, Port Health Team Leader, Cornwall Council - ‘Legionella Study’
- 14:15 – 14:45 Professor Christos Hadjichristodoulou, SHIPSAN ACT Joint Action Coordinator – ‘SHIPSAN ACT – Joint Action Update’
- 14:45 – 15:00 Questions
- 15:00 – 15:30 Tea/Coffee
- 15:30 – 16:00 Paul Makselon, Student University of Birmingham – ‘Real Time Flight Risk Assessment’
- 16:00 – 16:30 Pierre Cruise and Sarah Bates, Health & Safety Executive – ‘Review of Dangerous Substances in Harbour Area Regulation’
- 16:30 – 17:00 Tony Hines, Leatherhead Food Research – ‘Tackling Food Fraud Head On’
- 17:00 – 17:30 Questions/summary
- 19:00 Black tie dinner on board HMS President

14 33(03)

Day 2 – Elected Members (Chartered Institute of Environmental Health)

09:00	Registration
09:15	Opening of day 2/ Keynote speaker Paul Cosford, Director of Public Health England
10:00 – 10:30	Dr Gordon Nichols – Public Health England – ‘Climate Change and Emerging Public Health Threats’
10:30 – 11:00	International Cargo Handling Co-ordination Association – Speaker name TBC
11:00 – 11:10	Questions
11:10 – 11:30	Tea/Coffee
11:30 – 12:00	Allan Hampshire, Head of service for Public Health & Protection, Cornwall Council – ‘Partnership Working in Action – A Novel Approach’
12:00 – 12:30	Hayley Phipps, Director of Protential Ltd – ‘Managing Change’
12:30 – 13:45	Lunch

Trip to the houses of parliament including tour (with speakers TBC)

Dr. Val Cameron to accompany and provide short presentation.

19:00	Black tie dinner on board HMS President
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14 33 (04)

Day 3 – HQS Wellington

09:00	Registration
09:15	Travel to Ship
10:15 – 10:45	Tommy Molloy – Nautilus UK ‘Modern-day Slavery’
10:45 – 11:15	Sarah Hedley – Local Engagement and Intervention Officer, Home Office - ‘Immigration Enforcement’
11:15 – 11:25	Questions
11:25 – 12:00	Andy Bee, Environment Agency – Refuse Derived Fuel
12:00 – 12:30	Beverley Küster, FSA – Shellfish - ‘Changes to Class B Shell Fisheries Regulations’
12:30 – 12:40	Questions
12:40 – 13:40	Lunch
13:40 – 14:10	Closing Ceremony
14:10	Tour of the HQS Wellington

(Tea and Coffee available throughout)

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 34
Person Responsible:	John Robinson
Title:	Mersey Port Health proposal to host 2015 Apha Conference
Reference Documents:	14 34(01)

Summary:

Executive members will recall the proposal from Councillor Ron Abbey, Chairman of Mersey Port Health, to host 2015 Conference in Liverpool next year.

A full proposal is included for member's consideration. Mersey Port Health is very keen to share with APHA the significance of 400 years as a port.

A conference programme is already under development. Many of the venues have been sourced and considerable financial support is being offered by Mersey Port Health Authority.

Next September also coincides with the first stage of the commissioning of the post panamax container terminal being constructed in the River Mersey.

Recommendations:

That Executive member's look favourably on this proposal for Liverpool to host the APHA 2015 conference. Comments from Executive members unable to attend the meeting of the 16 July are particular important.

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	JR

14 34(01)

Mersey Port Health Authority's Submission to Host the 2015 APHA Conference

Introduction: The City and the Port of Liverpool are exceptional testimony to the development of maritime mercantile culture in the 18th and 19th centuries and played an important role in the growth of the British Empire. Liverpool's first dock was built in 1715; the dock was the world's first enclosed commercial dock. The interconnecting dock system was the most advanced port system in the world, making Liverpool a pioneer in the development of modern dock technology, transport systems and port management.

Liverpool has one of the longest and most recognisable waterfronts in the world; it also has the largest and most complete system of historic docks anywhere in the world. Its remarkable history as an international seaport and its outstanding historic environment make it more than just another provincial English city. The cultural heritage of Liverpool's World Heritage Site (WHS) - Liverpool Maritime Mercantile City, was inscribed by UNESCO in July 2004 as "The supreme example of a commercial port at the time of Britain's greatest global influence." This status ranks Liverpool alongside other internationally known historic cities such as Edinburgh, Bath, Vienna and Venice.

The first ocean steamship left from Liverpool in 1840; from that date onwards the city has become a fundamental link connecting Europe to America.

Furthermore, Liverpool's place in history of public health is assured by virtue of the contribution of William Henry Duncan as the City, and the Country's, first medical officer of Health.

Some Significant Events For Liverpool During 2015:

- Cruise Company Cunard will be celebrating the 175th Anniversary of the Cunard Lines first transatlantic voyage from Liverpool to New York. The Queen Mary 2, Queen Elizabeth and Queen Victoria will meet in the Mersey for the first time. Furthermore, the world's biggest ocean liner RMS Queen Mary 2 will make the first transatlantic voyage from Liverpool to New York since 1966.
- The world's first commercial dock built in Liverpool in 1715, will celebrate its 300th Anniversary.
- Liverpool was the home port for many great ships including RMS Baltic, RMS Lusitania and RMS Titanic. It will be 100 years since the RMS Lusitania sank in 1915. She was torpedoed and sank by a German U-boat.
- First phase of Peel Ports development to make Liverpool a "Superport", concludes.

Conference Facilities & Accommodation: There are over a one hundred hotels located within Liverpool City region from popular name brands such as the Hilton to quirky independent hotels such as the Titanic Hotel. Enabling a varied selection of hotels to choose from, to create the ideal setting for a conference.

Transport Links: Liverpool has direct road links with many other major areas of England and the mainline rail service in Liverpool provides the city with links across England. For delegates who wish to travel by plane, there is Liverpool John Lennon Airport, alternatively a ferry service available which connects Liverpool to the Isle of Mann and Ireland.

The Port of Liverpool is undergoing major development projects; consequently this may be the last opportunity for Liverpool to host the APHA Conference prior to the developmental changes. Furthermore, hosting the APHA Conference in Liverpool during 2015 will enable APHA to be part of what not only will be a significant year for the City, but a significant year for the Port.

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 35
Person Responsible:	John Robinson
Title:	APHA Financial Report
Reference Documents:	14 35(01)

Summary:

A financial update is included for members consideration.

APHA still relies on subscriptions to operate and function. What is not present here is the list of members not renewing their subscriptions this year.

The Company Secretary will provide details of those members still to renew their membership of APHA.

The current up to date bank balances as at 8 July 2014 are:

Milton Keynes current account: £26,124.74

Milton Keynes BMM account £18,008.68

Falmouth Current account £6,959.05

Recommendations:

Members view the accounts, pass suitable comment if appropriate. APHA to identify the members not renewed and write to invite them to renew their membership.

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	JR

Association of Port Health Authorities
Profit & Loss
April 2014 through March 2015

	Apr '14 - Mar 15
Ordinary Income/Expense	
Income	
APHA Subscriptions	
Corporate Membership	1,200.00
Total APHA Subscriptions	1,200.00
HMRC Refund	1,491.28
Miscellaneous Income	152.33
Total Income	2,843.61
Cost of Goods Sold	
Conference Costs	
Events	1,500.00
Total Conference Costs	1,500.00
Total COGS	1,500.00
Gross Profit	1,343.61
Expense	
Accountancy and Bookkeep...	1,856.25
Admin Fees	1,402.00
Advertising and marketing	
Marketing Consultant	5,000.00
Total Advertising and marke...	5,000.00
Bank Charges	
Bank Charges - Other	24.29
Total Bank Charges	24.29
Meetings	
Catering	505.40
Travel	165.90
Total Meetings	671.30
Reimbursed Expenses	
Hotels	232.00
Meals	35.55
Total Reimbursed Expenses	267.55
Rent and Rates	259.03
Shipsan Project	
Shipsan Subsistence	169.33
Total Shipsan Project	169.33
Website Hosting	20.97
Total Expense	9,670.72
Net Ordinary Income	-8,327.11
Profit for the Year	-8,327.11

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 36
Person Responsible:	John Robinson
Title:	Voting Arrangements for APHA
Reference Documents:	14 36(01)

Summary:

The annual call for nominations to the APHA Executive and Overview and Scrutiny Committee have been circulated. Once this process has been completed, the selection of a Chairman and Vice Chairman of the Executive can be completed according to Article 51 e and f.

The arrangements for election of the Chairman of the Overview and Scrutiny Committee shall be in accordance with Article 62.

This process shall be completed prior to the AGM to allow the new Chairman and Vice Chairman to be familiar with their new roles of office.

Recommendations:

That members of the Executive Board endorse these arrangements and vote if required. It would also be helpful for records if those officers representing a regional post, inform the Company Secretary.

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	JR



The Association of
Port Health
Authorities

FOUNDED IN 1898



The Association of
Port Health
Authorities

FOUNDED IN 1898

Association of Port Health Authorities
C/O Chartered Institute of Environmental
Health
Chadwick Court
15 Hatfields
London
SE1 8DJ
Tel: 020 7827 5838

14 36(01)

2nd July 2014

Dear Member,

Re: Nomination of Candidates for Election to APHA Executive Board and Committees

As the nominated contact for APHA, I am writing to advise you that the Association is preparing to hold its annual elections. Officers and elected representatives from all of our Member Authorities are encouraged to get involved. You are reminded that nominations are made by your Authority; therefore you should ensure you follow your Authority's procedure for nominations. You may nominate as many candidates as you wish.

Even if you have not previously been active with the Association, you and your colleagues are encouraged to think about standing for a position, as new ideas can help our organisation to develop and improve. Being involved is a rewarding way to share and develop your own skills while helping to protect public health.

The Work of the Association

The Association works to assist Member Authorities to deliver consistent, high quality services and influence national and international public health policy. This work is carried out under the leadership of the Executive Board, with support from specialist Technical Committees, and local liaison through the PLaN (Port Liaison Network) members. The Overview and Scrutiny Committee acts as a critical friend, monitoring the Association's performance and promoting development.

Positions Available

Positions are available on the Executive Board and Overview and Scrutiny Committee.

As well as taking part in the Association's meetings, representatives from the Association may also be asked to be involved in Government working groups, be involved in meetings with Government Ministers, and attend Parliamentary Select Committees.

New members of the Overview and Scrutiny Committee and the Executive Board will serve for two years with half the members retiring in any one year.

A number of members of the Executive Board and Overview and Scrutiny Committee need to make themselves available for re-election this year.

There are a total of eleven **regional seats** on the Executive Board, to represent: Scotland, Wales, Northern Ireland, East England, South West England, London and the South East (2), UK Islands and other Dependencies, with three vacancies for Northern England. In addition

there are four officers on the APHA executive also. These officers are appointed on a national basis. A document explaining the regional arrangements is attached for your information.

Vacancies this year occur in the following regions: North of England (2), London and the South East (1), East England and Scotland. In addition two officer positions are up for election.

Elections for the Overview and Scrutiny Committee will be by national ballot if sufficient nominations are received; at least half of this committee should be elected members.

If your Authority is interested in filling any vacancy on the APHA Executive, or Overview and Scrutiny Committee, please contact the company secretary for guidance or clarity.

Nomination and Election

To make a nomination you need to complete the form enclosed with this letter. Election will be by postal ballot or a vote taken at the Annual General Meeting (to be held on Tuesday 9th September 2014 at Chadwick Court, 15 Hatfields, London. SE1 8DJ). The means of election for each position is shown on the enclosed form.

Candidates should provide their contact details (which will not be made public and will be used for our records only), and a brief candidate statement describing themselves and the goals they would like to set for the Association.

Submission

Candidate nominations and statements must be submitted to APHA HQ by close of business on Friday 1st August 2014

Recommended submission route: apha@cieh.org

If you require any further information about the election process, the Association's aims and objectives or any of the positions available please feel free to contact me with your queries.

Yours sincerely

Gary Cooper

Gary Cooper
Company Secretary,
Association of Port Health Authorities,
Cornwall Port Health Authority.
apha@cieh.org

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 37
Person Responsible:	Gary Cooper
Title:	APHA Website & Communications, External Meeting Point
Reference Documents:	14 37

Summary:

With regards the development of the new APHA website, I was provided with a view of work that had been done on the new site during June. The format that was provided by the developer at this time was not of an acceptable standard and this was communicated to him, it was agreed that the layout would be re-visited and would eventually with a few minor alterations resemble the current site. Discussions are still taking place with the developer to date; I should have further information regarding progress on this at the board meeting on the 16th.

I am discussing the forum with Rob Halford of RIAMS again with a view to this informing along with APHA representative feedback forms a newsletter for distribution to members either monthly or bi-monthly. I have a teleconference with Rob before the board meeting so will have an update on the 16th.

Gary

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	GC

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 38
Person Responsible:	Val Cameron
Title:	Terms of Reference, Operational Board
Reference Documents:	14 38

Summary:

Following on from the last agenda in April, there was an item on succession planning. This report by Val Cameron is the terms of reference for an operational board composed of the technical staff at the sharp end, in operations.

Really it is aimed at attracting the next generation of officers to have some responsibility with APHA, with a purpose to ultimately move between the technical side of Port Health to the Executive, due to Natural wastage ie: retirement

Recommendations:

That Executive members allow this initiative to be considered at the AGM with a view for immediate adoption.

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	VC

TERMS OF REFERENCE OPERATIONAL BOARD

Aim

The aim is to create an Operational Board of officials employed in seaports and airports to underpin the technical work of the APHA Executive Board and to encourage engagement between management, political and operational aspects of port health activity in the UK.

Terms of Reference

- The Operational Board (OB) will be constituted of 3 officials from each of the APHA technical working groups.
- The OB will elect a Chairperson from its number who will also sit on the APHA Executive Board to provide advice and information.
- The OB will elect a secretary from its number who will liaise with the OB Chairman to plan meeting dates, agendas etc. and liaison with the Executive Board.
- The OB will meet at least three times per year.
- Meetings may be conducted through electronic means, video conferencing, social media etc.
- The OB will lead on the needs assessment of training and development for operational staff in seaports and airports.
- Funding will be provided to the OB by the APHA Executive Board as required.

APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 39
Person Responsible:	Mercola Douglas
Title:	IFSIP Advisory Board Meeting, External Meeting Report
Reference Documents:	14 39(01)

Summary:

Please find enclosed for information an external meeting report, produced by Mercola Douglas, Chief Port Health Officer for Mersey Port Health Authority.

Mercola represented APHA at this event. The information contained should be uplifted to the new APHA website to show members what APHA is doing on their behalf.

This should fit in with agenda item EB14 37 and the report from Gary Cooper.

Recommendations:

That members note the report and the implication for the communications strategy for APHA.

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	MD

14 39 (01)

Report of Meeting

Meeting attended	IFSIP Advisory Board Meeting
Date	28 May 2014
Person attending	Mercola Douglas
<p>Names and Organisations of Attendees: Sarah Appleby - Professional Standards & Policy Committee John Barnes - FSA Fran Collison - Aramark (Catering) Su Dakin - BRDO Business Expert Group Jane Duddle - Waitrose (Retail) David Edwards - CIEH Ltd Prof Chris Elliott - Queens University Belfast (Chair) Richard Elson - PHE Alan Lacey - SOFHT Sandra Moore - Perry Scott Nash Steve Ramm - National Food Hygiene Focus Group Neil Rush - STC Graham Russell - BRDO Kaarin Goodburn - (Food Manufacturing) - Chilled Food Association Graham Jukes - CIEH Jenny Morris - IFSIP Peter Connolly - CIEH Sei-Wai Tse - CIEH</p>	
<p>Note of meeting</p> <p>The Institute of Food Safety, Integrity & Protection (IFSIP) is a new membership organisation for all those who work to achieve a good food safety, ensure integrity in the food chain and protect consumers in the UK and Internationally.</p> <p>This was the initial meeting of the IFSIP Advisory Group, therefore discussions primarily focussed on aim, objectives, terms of reference and membership of the Board.</p> <p>Main points discussed included the following:</p> <p>IFSIP will cover a number of themes - food hygiene and safety; food integrity; nutrition; food and sustainability and horizon scanning. Initially IFSIP will focus efforts on key areas of strength and build from these. IFSIP will work on a collaborative basis with other professional bodies and representative organisations and will aim to maintain a good balance on the Board reflecting all stakeholders to ensure a collaborative approach.</p> <p>The governance of IFSIP will rest with the CIEH.</p> <p>The objective of the Advisory Board is to provide insight into sectoral needs and identify opportunities for collaborative working. It will seek to identify knowledge and skills gaps and assist in the production of measures to address these.</p>	

Good communications will be key to ensuring that the work of IFSIP is well understood and it is proposed that mechanisms will be in place to ensure this to happen in practice.

A Draft work programme was discussed for 2014 with food crime and food fraud as a key focus

IFSIP is in the process of establishing a professional register that will recognise and validate knowledge and competence in food safety, food integrity and food protection.

Important issues for APHA

Ensure all APHA members register an interest in becoming a member via the IFSIP website (www.ifsip.org/) and continue to maintain representation at future IFSIP meetings.



APHA PORT HEALTH AUTHORITY

Executive Summary

Agenda Item:	EB14 40
Person Responsible:	John Robinson
Title:	Any Other Business
Reference Documents:	14 40(01)

Summary:

Recommendations:

Comments:

Actions:	Date:	Person Responsible:
	16/07/14	JR