

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

CIEH HQ, Chadwick Court, London 1330 hrs.

EB 14/26 List of Attendees	Person Responsible
<p>List of Attendees: Gary Cooper – Cornwall PHA Sandra Westacott – Southampton PHA Val Cameron – States of Guernsey John Robinson – Manchester PHA Cllr K Morley - Manchester PHA, Vice Chairman of Overview & Scrutiny Gary Gould – Royal Air Force</p> <p>Teleconference:- Laurence Dettman – Hull and Goole PHA Chris Rankin Andrea Smith Brian Lawrie</p> <p>Minutes taken by: John Robinson</p>	<p>GC SW VC JR Cllr KM GG</p> <p>LD CR AJS BL</p>
EB 14/27 Apologies for Absence	Person Responsible
<p>Cllr Hugh Barrett – Manchester PHA (Chair) Cllr Pat McCarthy – Belfast City Council, Vice Chairman Cllr Jackie Raymont Cllr John Warman – Swansea PHA Bill Arnold Geoff Brown – Cornwall PHA Cllr R Abbey – Mersey PHA</p>	
EB 14/28 Minutes of Previous Meeting 16 April 2014	Person Responsible
<p>1/6 VC: Reference John Craigs student award. VC indicated only one applicant. Extended competition to end of August. Minutes accepted: Proposed GC Seconded VC</p>	
EB 14/29 Matters arising for items not on this agenda only	Person Responsible
<p>14/18 SW indicated it was SN who made reference to Manchester staff organising conference. Not herself. 14/22 SW asked who represented APHA at shipsan meeting. GC indicated an officer with experience. SW: Stated Leatherhead Food Fraud Team wanted additional contact within APHA.</p>	
EB 14/30 Minutes of Overview & Scrutiny meeting, 30 April 2014. Actions arising not on this agenda only	Person Responsible
<p>Cllr K Morley, gave a resume of the meeting held on the 30 April. Many references to activity of executive. Hoped Executive noted suggestions from Overview & Scrutiny. Among these are moving conference around the country. Succession planning. Concern about activity of technical committees. Ideas about allowing Plan members to represent their area at technical committee meeting. Councillor Morley paid tribute to previous Chairman Councillor Vinson.</p>	

EB 14/31 Proposed changes to the Articles of Association and Operating Arrangements	Person Responsible
<p>JR authorised work in progress. Main changes revolve around quorate members for Executive and Overview & Scrutiny committee. Harmonisation between Articles and Operating Arrangements. Company Secretary wanted to increase ceiling on credit card from £1,000 to £2,000. JR further thanked colleagues in Overview & Scrutiny for assistance with changes. Proposed to take to AGM.</p> <p>Proposed changes to the Articles of Association Proposed Acceptance: VC Seconded: GC</p>	
EB 14/32 Update of CIEH partnership and Administrative arrangements	Person Responsible
<p>VC notes for various meetings – address, office space invoice for subscriptions. 2 pages tabulated. Still not got costings from CIEH. CIEH feeling the way & office moved to ground floor.</p> <p>Hope to have figures for September to inform membership at AGM.</p>	
EB 14/33 Conference update and decisions needed for conference	Person Responsible
<p>AJS, confirmed speakers for everyday and venues. Organised 2 social events. Email all speakers and need career roles. Fully functional conference all we need is delegates. SW: A Johnson, research on APP.</p> <p>SW commented on paper and hoped it was updated.</p> <p>Technology from Hygena. Met with Denise Donnolly – highlighted error in flyer. Tattersall Castle – confusion.</p> <p>JR: disappointed to have missed the deadline for EHN newsletter. Not all lost, booking arrangements KM and JR: spoken with MP's, Derek Twigg to confirm booking at the House of Commons. 2 Tier charging. Proving impossible this time due to CIEH technology.</p> <p>LD: Accommodation – separately, list of hotel to be given to DD.</p> <p>GC: Special thanks to staff at Manchester and Councillor Morley for arranging sponsorship at House of Commons for conference.</p>	
EB 14/34 Mersey Port Health Proposal to host the 2015 Conference	Person Responsible
<p>SW: Southampton would not be able to support this suggestion. VC: Cheaper to fly to Manchester and Liverpool than London & liked the offer from Liverpool. LD: Support notion to attend. Same old/values. Principal of the thing, CIEH conference interested watch this space??</p> <p>JR: Recommended members that, after suitable debate, both in the room and teleconferencing. Members recommended awarded 2015 Conference to Liverpool.</p> <p>Questionnaire last year at AGM. Proviso to have central location, okay for special occasions locate to another seaport.</p> <p>Pat McCarthy, wanted it to be noted he was in favour of visiting Ports around the Country.</p>	
EB 14/35 APHA Financial Report, Accounts and Membership Renewal	Person Responsible
<p>46 members; 18 outstanding – renewal letters sent out by CIEH, hopeful of re-joining some members.</p> <p>Funding: £26,124.74 £18,008.68 BMM £ 6,959.50 Falmouth Account</p>	

<p>Since then several members have re-joined: £30,000 £18,000 Total: £48,000</p> <p>Operating costs not quite sure at the moment. Awaiting CIEH figures which should not come out much more.</p> <p>JR recommended moving accounts to Cornwall. Consolidation of accounts away from Milton Keynes to Cornwall. Why they remained in Milton Keynes?</p> <p>VC: Important check with all members that the BACS details are the new account in Cornwall. Send email asking members to check bank details.</p> <p>LD: Concerning to see member authorities outstanding in payment to APHA.</p> <p>VC: Automatically transfer money.</p> <p>GC: Annual Accounts being prepared now for conference. Can we revisit consolidation of Accounts after conference?</p>	
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EB 14/36 APHA Voting Arrangements, to be completed before the AGM	Person Responsible
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<p>Company Secretary to email vacancies in East of England, London and South East for elected members. Plus one national elected member. GC to call for nominations for Executive and Overview & Scrutiny by email in early August.</p> <p>Election for Chairman and Vice Chairman of both the APHA Executive and Overview & Scrutiny to be by email early August from within the membership of those already appointed to various committees. To enable new Chairman to be in post by AGM.</p>	
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EB 14/37 APHA Website and Communications, External Meeting Report	Person Responsible
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<p>GC: Already received board approval to fund both knowledge hub and new website. Not happy with first proposal. Hopeful to have new website in place by conference. Communications crucial for APHA.</p> <p>Proposal – sent back and rejigged. Four specimen screen shots. Developer will have completed website available by end of month. GC to report via email to members asap.</p> <p>RIMS Withdrawal of funding. Mandated 18 months ago. APHA is bad at telling membership what is happening. Hopefully improve the communication.</p> <p>AJS: Great idea make people contribute to show all the good things that APHA is doing.</p> <p>GG: Speak to LGA for funding.</p> <p>LD: Agree with everything. Legionella study. Field officers feel left out. Active forum – real tool. RDF. Nature of the Association. Embarrassed about previous website. Discredits APHA. Advice from Andrew Hiatt solicitor for APHA.</p>	
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EB14/38 Creating of a Technical Board & Terms of Reference	
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<p>VC: How to engage the younger members of APHA. Huge concern on ways to take the younger members to take responsibility. Communication. Concept and Terms of Reference.</p> <p>LD: Support this. Concern broading the appeal for inclusion of APHA. Sow the seed for 'succession planning'. Serious concerns about technical committees. Attendances poor, travel, operational needs. Let's include people, young and old. No need to come to a meeting where we talk about training.</p> <p>AJS: Support the concept of the Board, but also should be a function of the executive to provide training. Do we re-jig the technical committee or abandon? Create a number of training courses that are needed. Roll out around the country. ie: Here is a legionella event.</p> <p>VC: Return to agenda item. What is needed? List of events. Start to create these opportunities. Decision made by the operational people and for executive to support this. Recommend comments for inclusion in papers for AGM. LD: Concern future of technical committees. Agreed to suggest issue debated at AGM.</p>	
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EB14/39 IFSIP Advisory Board Meeting, External Meeting Report	
Mercola represented Association at the opening meeting of IFSIP. Encourage all APHA members sign up for membership. Thank you to Mercola completing external report so that report can be put on website. Really important.	
EB 14/40 Any Other Business	Person Responsible
Time and dates of next meeting. Hope to have short meeting at conference and be given meeting dates for 2015-2016.	