



**Minutes of the Overview & Scrutiny Committee  
Held online using *GoToMeeting* on 6<sup>th</sup> January  
2016**

<b>Present</b>			
<b>Councillors:</b>	Keith Morley Paul Kimber	Manchester PHA Weymouth PHA	KM PK
<b>Officers:</b>	Andrew McClenaghan John Lee (from 14.25) Gary Gould Bill Arnold	Belfast PHA Highlands Council Associate Member Swansea PHA	AM JL GG BA
<b>Also present</b>	John Robinson	Acting Company Secretary	JR
<b>O&amp;S 16/01 - Apologies for absence</b>			
Councillor Steve Hunt Swansea PHA.			
Although present at the start of the meeting Councillor Paul Kimber excused himself before proceedings commenced			
<b>O&amp;S 16/02 - Minutes of the last O&amp;S meeting held on 27<sup>th</sup> October 2016</b>			
a) Accepted as a true record			
b) Matters arising: it was agreed that matters were either covered by the Executive Board meeting on 28 <sup>th</sup> October 2015 or included as agenda items.			
<b>O&amp;S 16/03 - Minutes of the last Executive Board meeting held on 28<sup>th</sup> October 2015</b>			
<p><b>Item 15/50:</b> The appeal for an appropriate officer to represent APHA at the National Environmental Health Board (NEHB) should have been posted to the website. AM was concerned that he had been unable to locate it. O&amp;S request confirmation that it has been posted to the website and a volunteer sought. JR later confirmed that he would approach the 2 Under-secretaries to represent APHA in this role.</p> <p><b>Item 15/51:</b> AM was concerned that the report on the ShipSan meeting in Montenegro was still not available on the website. O&amp;S remain concerned that actions and deadlines are not being met.</p>			
<b>O&amp;S 16/04: - O&amp;S Discussion Paper (V3) for the Executive Board meeting on 20<sup>th</sup> January 2016</b>			
BA Introduced the discussion document and reported that JR had concerns about some of the content and wording. JR had kindly annotated the document with his comments and subsequently forwarded to O&S Committee members. BA stressed that the document was very much a first draft to be put to the Executive Board and provide a framework to progress APHA.			

JL and JR joined the meeting at this point.

It was decided to review the document and discuss JR's comments with a view to amending the text as necessary. The following was included:

**New APHA Post:** There was some discussion regarding the nature of this post. JR was content that there was enough Administration support but that what was needed was a "Technical Person" which appeared to differ from the description in the document. After discussion, it was clear that JR was content with the Job description and it was more the Job title and preamble that was of concern. He confirmed that it was the intention to get clarity over APHA's financial position for the next Executive Board meeting in order to determine whether the appointment could be made.

**Company Secretary's Role:** BA stressed that the comments in the discussion paper were aimed at easing the Company Secretary's role and were in no way meant as a criticism. O&S remain of the opinion that it is inappropriate for the Company Secretary to take minutes at meetings and that it would be less contentious if this role was undertaken by a more "neutral" party. JR indicated that the Chair had requested he purchase a recording device so that the meeting can be recorded in future.

There followed discussion regarding the Company Secretary's role with regards to the Annual Conference. JR confirmed that he had approached Ivan Bratty to support the Conference Steering Group and he had agreed; an attempt had been made to organise a meeting between him and Sandra Westacott (SW) of Southampton PHA whilst he was transiting through Southampton. Unfortunately SW was unavailable. It is understood that, to date, his offer has not been taken up. O&S are disappointed that the assistance of an enthusiastic, experienced, retired officer is likely to be lost.

**PLAN Groups:** AM outlined the action he had taken to encourage PLAN membership in Northern Ireland and his intent to distribute the *Marketing Document* to all relevant Authorities when available. O&S commend this approach as a model for other PLAN groups to adopt.

**Fees:** JR was not content with the suggestion to reduce the Fees for membership. There then followed detailed discussion on the whole question of membership. It was agreed that whilst O&S do not set Membership Fees, they can make recommendations to the Executive Board but it was too late in the budget cycle to amend them. A more practical approach would be for the membership types and rates to be examined thoroughly in the forthcoming year to ensure that they are affordable to members and APHA.

**Administration:** Following discussion it was agreed that paragraph 7 of the document was redundant and should be deleted *in toto*.

It was agreed that the Discussion Paper would be amended and finalised in time to be distributed with the papers for the next Executive Board meeting i.e. by 13<sup>th</sup> January 2016.

#### **O&S 16/05 - Documents from Acting Company Secretary:**

The following documents were provided by the Acting Company Secretary:

**a. SHIPSAN Accounts and Equipment.** For information only. JR briefed the Committee on the current state of the Shipsan Accounts and the concerns that, because of missing evidence of expenditure, together with a continued lack of co-operation from those individuals originally involved, there is a possibility that ShipSan money will have to be repaid from APHA funds. O&S recognise the sterling efforts made by Andrea, Yvonne and the rest of the Manchester PHA Team in attempting to resolve this very challenging issue.

**b. APHA Accounts: Purchase Invoices and Payments.** For information only; JR highlighted continuing concerns over Conference Income but hoped to have the situation resolved by the Executive Board meeting on 20<sup>th</sup> January 2016.

**c. APHA Budget 2016.** First draft, for information only.

**d. Benefits of APHA Membership – letter to LA's.** It was agreed that such a letter was essential to encourage membership and should be included with the renewal notices when they are sent out. The letter required updating and it was suggested that a *bullet point* style be adopted. BA also stressed that, because LA's set their budgets in January, it is essential that the renewal notices are sent out without delay.

#### O&S 16/06 – Any other business

**a. Registered Office:** JR confirmed that the Annual Return to Companies House was submitted at the end of December. This was for the first time in 4 years. At the same time, the Directors were updated and the Accounts were submitted. O&S thank JR and the APHA Administration Team for their diligence and cite this as further evidence that APHA is retuning to an *even keel* under his leadership.

**b. John Craigs Student Award.** O&S have been concerned at the decline of this award for some time and in particular the lack of applications. GG advised that he had been doing some work on the award with a view to providing a clearer explanation as to who John Craigs was and why the award was inaugurated. He suggested that this work be continued under the auspices of O&S. JR agreed to this course of action.

#### O&S 16/07 - Future meetings 2016

<b>Jan</b>	20th	Executive Board - Liverpool Town Hall
<b>Feb</b>	17th	Overview & Scrutiny Committee - Union Jack Club, Waterloo
<b>April</b>	20th	Executive Board - Union Jack Club, Waterloo
<b>May</b>	18th	Overview & Scrutiny Committee - Union Jack Club, Waterloo
<b>July</b>	20th	Executive Board - Liverpool Town Hall
<b>August</b>	17th	Overview & Scrutiny Committee - Union Jack Club, Waterloo
<b>Sept</b>	6th - 8th	APHA Conference at Southampton - dates & venue tbc
<b>Oct</b>	26th	Joint meeting Exec Board and O&S Cttee - Union Jack Club, Waterloo

G Gould

G GOULD

Hon Secretary  
O&S Committee  
APHA