



**Draft Minutes of the Overview & Scrutiny Committee
Held at the Union Jack Club, London on 21st February
2017. Commencing 11.00**

Present			
Councillors:	Keith Morley Derrick Brown	Manchester PHA River Tees PHA	KM DB
Officers:	Andrew McClenaghan Morgan Locke Clifford Smith (via Skype)	Belfast PHA Royal Air Force Highland Council	AM ML CS
In attendance	Gillian Morgan Gary Gould	Swansea Bay PHA and T&F Gp BIO and T&F Gp	GM GG
Minutes taken by	Gary Gould		
O&S 17/01 – Welcome and apologies for absence			
<p>KM welcomed everyone and opened the meeting at 11.00. He then introduced both Cllr. Derrick Brown from River Tees PHA and Warrant Officer Morgan Locke of the Royal Air Force as new members of the O&S Committee. AM followed this by outlining the issues that had affected the Association over the past year.</p> <p>No apologies had been received.</p>			
O&S 17/02 – Election of Chair and Vice-Chair			
<p>GG explained that as the first meeting after the AGM, the Articles required that a Chair and Vice-Chair be elected.</p> <p>AM proposed that Cllr. Keith Morley continue as Chair</p> <p>Seconded: DB</p> <p>Carried.</p> <p>AM then proposed Cllr. Derrick Brown as Vice-Chair</p> <p>Seconded: CS</p> <p>Carried.</p> <p>AM then explained to the new members that recent changes to the Articles, approved at the last AGM, had reduced to 3 the number of attendees required to be quorate and that attendance by video/teleconferencing was permitted. GG followed this by stressing that to be quorate, one of the attendees has to be an Elected Member i.e. councillor</p>			

O&S 17/03 - Minutes of the last O&S meeting held on 19th October 2017

The minutes of the previous meeting were:

a. Accepted as a true record. Proposed AM, seconded KM.

b. Matters arising:

Item 16/28 AM expressed concern at the ongoing absence of Cllr P Kimber and asked KM whether he had any success in contacting him. GG confirmed that Cllr Kimber had indicated that he would be attending this meeting but that it was some time ago.

Action: KM apologised for not completing the action and agreed to contact Cllr Kimber as a matter of urgency.

It was agreed that any further matters arising were either on the agenda or covered by the Minutes of the Executive Board meeting held on 11th January 2017.

O&S 17/04 - Minutes of the last Executive Board meeting held on 11th January 2017

Item EB 17/07 - APHA Administration Relocation

AM asked whether the new Administration Team were now signatories on the bank account. GG replied that they were not. The problem was meeting the strict requirements for authorising the new signatories. This had been exacerbated by the advice given by different staff at HSBC had proved incorrect. The latest attempt had failed because they would not accept a scanned signature as previously advised. This was being addressed and the forms were with the Chair of the Executive Board/Acting Company Secretary, Pat McCarthy (PM)

Secretary's Note: PM has confirmed that he would deliver the forms to his local branch of HSBC and ask them to contact APHA's branch in order to confirm that we have now met all the requirements necessary to change the signatories.

Item 17/08 – APHA Financial Report, Accounts and Membership Renewal

KM explained the circumstances that resulted in the e-mail from his Chief Officer regarding restrictions on his travel. The committee expressed surprise that a Chief Officer could treat an Elected member in this way and were concerned that it appeared as though the *tail was wagging the dog*. DB was very surprised that the Chief Officer of Manchester PHA was allowed to *lead the councillor*.

Item EB 17/09 Task & Finish Group Action Plan

GM confirmed that she had approached the members of the Operational Board but with recent resignations only herself, Crawford Sibbald from Falkirk and Cathy Rirsch from Guernsey were left although all were prepared to help with ongoing projects. AM said that O&S should express regret to the Executive Board that the Operational Board were in effect *dead in the water*.

EB 17/09 b. AM asked whether Dr. Val Cameron had forwarded the list of Port Health Experts to the T&F Gp. GG replied that he had not received anything as yet and that enquiries had indicated that the list would be out of date in any event with individuals long retired.

Item EB 17/11 Future of PLaN Groups/Meetings

GM confirmed with the success of the recent Welsh PLaN Training event, she was in the process of drafting a protocol/procedure for running such events. AM offered to assist.

Item EB 17/12 Conference/ AGM

O&S welcomed the decision to run a similar event to last year and were glad to note that the Gascoigne Room at the Union Jack Club had already been booked for the purpose. Am said that it was essential to secure an MP to speak at the event had suggested that PM approach Baroness Blood for assistance.

Action: AM agreed to discuss obtaining an MP as a speaker at the event with PM.

GG confirmed that PM had had a response from the Department of Health with regards to providing a minister to speak and that it was in the negative on account of it being too early in the year to book that far ahead. GG did say that he had recommended PM reply to the Department of Health and ask when it would be a good time to resubmit the request. KM suggested that APHA approach MP Jacob Rees-Mogg because he had shown so much interest in the meeting at the House of Commons in 2014.

Action: DB volunteered to discuss the question of political engagement with fellow councillor Wayne Davies (Executive Board) with a view to contacting their 5 MPs and *get the ball rolling*.

Item 17/13 e. Lapsed Members

AM noted that Dr Cameron was concerned that GG should direct his efforts at lapsed members. GG replied that he had had some success in that sphere but action was limited by time available. AM stated that engagement with lapsed members should be the province of the "Elected Members" on the Executive Board. GG agreed that they should have a role but that, as stated at the last EB meeting, a *blanket approach* would be inappropriate and that because Authorities had different reasons for leaving any approach should be tailored for each individual authority. This was particularly relevant with regards to the bigger ports. AM said that he was confident that he would be able to set up a Northern Irish PLaN but that it would be useful to have the membership fees on the website.

Action: GG to task the webmaster to amend splash page to include membership fees.

ML suggested that it would be useful to have a defined *Membership Offer* so that it was clear what was provided with Corporate and PLaN membership. GG replied that it had been covered in the letter that had been drafted to accompany the membership renewals but that the T&F Gp had identified that more work was required in this area.

DB expressed concern that Elected members of member authorities may not be aware of the Association and its role as this was certainly his experience and only found out about it when an officer at his authority forwarded an e-mail to him with regards appointments to the Executive Board and O&S committees. There then followed some discussion regarding engaging with Elected Members and using the database compiled by Cllr Steve Hunt from Swansea Bay PHA.

Action: GM agreed to approach Cllr Hunt with a view to making use of the database.

O&S 17/05: - APHA Finances & Scrutiny of Payments

GG confirmed that, because the transfer of the bank account to Medway was still in progress, there had been no payments since the 31 Dec 16. He then explained that with the unsatisfactory situation of the Chair of the Executive Board Acting as Company Secretary, it was even more important that all payments were scrutinised thoroughly. Attendees examined the payments list and were invited to ask questions:

DB queried payments to GG and Andrea Smith in connection with Rhodes. GG explained that it was for attendance at the ShipSan ACT Conference last September that was, in fact, paid for out of ShipSan funds and not an expense of APHA.

AM asked why there were payments of just under a £1000/month to Xenos Solutions. GG explained that Xenos Solutions was the trading name of the APHA webmaster. AM suggested that it seemed expensive; GG confirmed that owing to the complexity of the website and the other work that the webmaster did such as the monthly newsletter, he believed APHA was getting good value. DB

suggested that perhaps APHA should simplify the website. GM responded that the website was relatively simple to navigate. GG added that the complexity related to the different levels of access, the various features on it and the *backroom stuff* rather than the *customer interface*. However, the webmaster had indicated that the website should be *revamped* in the next year or so. This would be an additional cost to APHA but simplifying it could be considered at the same time.

AM queried the £10,000 paid to Manchester and staff and asked what had happened to the *peppercorn rent* of £1000 that had originally been agreed. GG replied that he had checked the record and it was the minutes of the Executive Board meeting held in Jul 2015 that details the fees to Manchester PHA but that it remained a surprise to EB members how much had apparently been agreed.

Secretary's Note: The breakdown of the fees to be paid to Manchester PHA was recorded in Item EB 15/34. The record was more a statement of fact rather than seeking approval. There was no documented record of the fees to be charged being actually being agreed by the EB.

AM suggested that the minutes record the fact that O&S are pleased to note that the moving the Administration to Medway had resulted in a substantial cost saving to APHA.

Agreed: O&S are content that, following scrutiny of the spreadsheet, all expenditure to 31 Dec 16 was justified.

O&S 17/06: - APHA T&F Group Action Plan dated 13 February 2017

It was agreed to discuss, in detail, the Action Plan after the meeting. This would allow non-members of the T&F Gp, to conclude his attendance and not be delayed unnecessarily. O&S look to continuing support from the EB on the work of the T&F Gp.

O&S 17/07 - Any Other Business

The following points were raised:

- a. CS said that he would be raising the issue of PLaN membership with the Scottish PLaN Group with a view to encouraging any non-members to sign up.
- b. DB asked whether the minutes of the April Executive Board meeting would be available to O&S before they meet in May. AM explained that the standard operating procedure was for the minutes of the Executive Board meeting to be drafted and distributed to O&S at least a week before they meet. The O&S Committee meetings are normally scheduled 4 weeks after the Executive Board to provide time for the minutes to be drafted.
- c. It was agreed that *Big Ports* membership should be on the agenda of the next Executive Board meeting.
- d. AM proposed a vote of thanks to Cllr. Keith Morley for securing the facilities of the UJC at no charge to APHA, thereby saving the Association some £300.

O&S 17/08 - Meeting Schedule for 2017

10th May 2017

2nd August 2017

21st November 2017

Conference/AGM

22nd November 2017

All to be held at the Union Jack Club

There being no further business, the Chair closed the meeting at 12.45.

There then followed a meeting of the Task and Finish Group with regards the Action Plan as *per* Item 17/08. This meeting concluded at 14.20.

