



Minutes of the Overview & Scrutiny Committee
Held the Union Jack Club, London on 17th
August 2016. Commencing 11.00

Present

Councillors:	Keith Morley	Manchester PHA	KM
Officers:	Andrew McClenaghan	Belfast PHA	AM
In attendance	Gill Morgan Gary Gould	Swansea PHA & Operational Board BIO	GM GG
Minutes taken by	Gary Gould		

O&S 16/21 - Apologies for absence

The meeting opened with an acknowledgement that the Committee was not quorate. It was agreed that business would proceed on the grounds that O&S tend to make recommendations to the Executive Board but that the draft minutes would be circulated to those that were absent to give them the opportunity to question and provide input.

Apologies were received from the following members:

Councillor Steve Hunt Swansea PHA.
 Councillor Paul Kimber: Weymouth PHA
 Clifford Smith: Highland Council

O&S 16/22 - Minutes of the last O&S meeting held on 18th May 2016

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

b. Matters arising:

O&S Supplementary:

(1). AM reflected concerns that the question of who was to deliver the administration of the organisation had not been resolved. Whilst it was appreciated that Manchester would not leave APHA in the "lurch" at the end of September, it was agreed that an alternative provider be identified as quickly as possible. Whilst it was agreed that the preference was for Administration to remain at Manchester PHA, this was unlikely to be possible. Notwithstanding that an approach had been made to Belfast City Partnership, should this fail, the Executive Board (EB) would have to accept that APHA may be required to contract in this function and should be investigated. It was suggested that the CIEH be approached, acknowledging that with the recent change of Chief Executive and their previous relationship with APHA, they may not be receptive.

(2). **O&S 16/21.** KM confirmed that he still had received no response from Southampton Council with regards to their resignation from APHA. There then followed

a discussion on the state of APHA Membership and it was agreed that it was crucial to the survival of the organisation that the larger ports re-join. To facilitate this the Committee recommends that the EB Chair and BIO seek to attend the next meeting of the Large Ports Group and engage with them. This could be facilitated initially by attempting to arrange a meeting with a representative of the City of London Port Health Authority to coincide with the EB meeting on 21 Sep 16.

(3). **O&S 16/18.** AM identified that there was some confusion regarding what the Association was to be called following the proposed name change. Whilst O&S were disappointed that DEFRA were allowed to hi-jack the acronym APHA by the creation of the Animal and Plant Health Agency without any real objection, it was agreed that there was not much that could be achieved by complaining now. It was confirmed that the proposal was to revert to *The Association of Sea & Air Port Health Authorities (ASAPHA)*.

The current state of membership renewals was requested. Membership was as follows:

Paid up Corporate: 16
Paid up PLaN: 4
Paid Up Associate: 2

Total: 22

Not Paid Up Corporate: 15
Not Paid Up PLaN: 0
Not Paid Up Associate: 1

GG reported that City of Edinburgh have indicated that they will be paying.

It was recommended that:

- a. The BIO contact the Not Paid UP members as a matter of priority.
- b. A letter is sent to Port Health Authorities who failed to renew their membership. AM to draft the letter for the Chair's signature that should be sent at an appropriate time. The letter will also invite them to attend the AGM.

(4). **O&S 16/18i.** AM reported that work on the Competency Framework had stalled through the retirement of Bill Arnold. GM volunteered to assist with this urgently needed work.

(5). **O&S 16/19 – Undersecretaries.** O&S were concerned that the Association was still without Undersecretaries and that the work of the BIO was diverted to answer queries of a technical nature. It was recommended that the EB look to appoint as matter of priority but it is accepted that this will not occur until after the AGM.

c. It was agreed that other matters were either covered by the Executive Board meeting on 20th April 2016 or included as agenda items.

O&S 16/23 - Minutes of the last Executive Board meeting held on 27th July 2016

Item EB 16/18 – Matters Arising EB meeting held on 20 Apr 16

a. 16/14: Ships Database

There was some discussion on the merits of such a database and concern that it was duplicating the ShipSan Database that was already used by some authorities. Whilst there had been some reluctance by Port Health Officers to use the ShipSan database it was agreed that

the latest version was much improved and incorporated cargo vessels. It was agreed that a comparison between the 2 should be undertaken before a decision could be made to promote the version designed by Carwyn Thomas.

b. Bill Arnold's Retirement: The decision to award Bill Arnold a Fellowship was fully supported; O&S recommend that the EB invite Bill, expenses paid, to receive the award at the AGM.

Items EB 16/19 & 20

The O&S Committee are fully supportive in the actions/decisions made.

Item EB 16/21

GG briefed the Committee on the state of the APHA finances as depicted on the APHA Purchase Invoice and Cost spreadsheets. Of concern were:

a. The money to be returned to ShipSan. It was confirmed that the recovery of the laptop from Karen White did not assist APHA in providing the documentation required to settle the ShipSan issue. The sum of money indicated represented the worst case scenario but can be offset by the return of unspent ShipSan money from the CIEH and the expenses incurred by APHA representation at the final ShipSan Conference. Whilst it was agreed to settle on the basis of the second, more expensive, option, GG mentioned that he had since managed to establish contact with Georgina Cooper. Unfortunately she was unable to provide the documentation required because it never existed. GG has informed ShipSan that contact has been made with Ms Cooper with a view to reach an accommodation with them on the basis of the cheaper option but the individual concerned is on annual leave. It will be pursued on her return.

b. There was a debit of £3768 showed as an outstanding invoice for the Liverpool conference. This was the invoice that John Robinson had challenged whilst Acting Company Secretary. GG had discussed this with Salford City Council who validate the APHA Accounts. Their view was that it would remain as a debit until APHA decided that the matter was resolved. KM reported that Mr Robinson had stated that the invoice had been written off by the vendor. GG suggested that accounting procedure required this to be documented by the Vendor so that it is evidenced. KM volunteered to approach a representative of the Vendor in order to confirm the status of this debit.

Secretary's Note: It has been confirmed that the invoice had indeed been written off by the Vendor (e-mail from Sue Davies at Mersey PHA dated 19 Jan 16) and should not have appeared as a debt.

O&S 16/24: - APHA Finances

Discussed under O&S 16/23 above

O&S 16/25: - APHA T&F Group Action Plan July 2016 *Training Provision & Technical Committees*

O&S Committee welcomed the decision by the EB to empower the T&F Gp in order to deliver on the Action Plan. The plan discussed at length with actions decided and allocated according to the Action Sheet and Annex A. O&S look to continuing support from the EB.

O&S 16/26 - Any other Business

The following were discussed:

a. **Vote of Thanks:** The O&S Committee thanked Keith Morley for securing, once again, a meeting room free of charge to APHA saving the association some £250.00.

b. **Brexit:** The decision to leave the EU has the potential to have a major impact on Port

Health Authorities and was therefore of concern. It was agreed that it should be the subject of a session at the low cost training event/symposium scheduled for Nov 16.

c. **APHA Handbook.** GG queried the status of the handbook, AM replied that he had responded to a question regarding publishing during the previous few days. He had been in touch with Lansdowne Publishing earlier this year when they were prepared to publish it at nil cost. However, the decision to publish was delayed whilst the proposal to change the name of the Association was put to the EB. As the EB agreed to the proposal, the change of name would have to put before the membership at the AGM it was agreed that it would be impractical to publish a handbook this year but should be launched with the name change, if approved. It is of note that Lansdowne now require the Association to fund 50% of the publishing costs upfront due to the decrease in the number of potential advertisers. APHA would then get 50% of the profits from publication should there be any.

d. **John Craig's Award.** GG reported that a PhD student had been encouraged at a personal level, to submit an entry for the John Craig's Award. There was concern that, with the recommendation to suspend the award (O&S 16/12), the normal process of advertising and inviting submissions had not been undertaken. The subsequent absence of any competition could result in the Association being open to challenge should the award be presented to the single candidate, no matter how worthy a recipient. O&S therefore recommend that the candidate is contacted and it explained that the award is suspended but that they will be invited to submit an application when the award is re-instated.

e. **Ships Sanitation Inspection Fees.** GG raised the issue of fees for ships inspections. APHA have the task of setting these fees, work that would normally be undertaken by the Environmental Health & Hygiene Technical Committee. With the Technical Committees not meeting currently it was important that this work was not overlooked. There was some discussion and it was agreed that the T&F Gp should canvas opinion of Port Health Authorities with the following potential options:

- (1) Fees remain the same.
- (2) Increased in line with inflation. The recommendation was to use the annual Retail Price Index (RPI) for September 2016.
- (3) Other – please specify.

O&S 16/20 - Future meetings

Sep	21 st	Executive Board Meeting - Union Jack Club, Waterloo, London
Oct	19 th	O&S Committee + T&F Gp - Union Jack Club, Waterloo, London
Nov	30 th	AGM and Low Cost Training Event? – Union Jack Club, Waterloo, London
TBC		Joint meeting Exec Board and O&S Cttee

There being no further business, the chair closed the meeting at 14.15.

APHA TASK & FINISH GROUP ACTION PLAN

Priority	Task	Target	Completed	Comment
1	Complete discussion paper for EB	20 Jul	20 July	Approved by EB 27 July
2	Meet with BIO to discuss requirements	Mid Jul	Complete.	T&F working with BIO
3	Devise competency framework/best practice	End Sep	WIP	Gill & Drew working on this
4	Ensure tasks completed by OB, & BIO	End Sep	WIP	Online meeting to review progress 14 Sep
5	Review Mission Statement	End Sep		All to review & send comments to AM
6	AGM issues	End Sep		KM to get costings for food
				Final No. of attendees to UJC by end Oct.
			Complete	Need to identify Committee & Board Members due for election
7	Video Conference	14 Sep 1400		GG to arrange
8	PLaN Training	End Sep		GM drafting
9	A of A and Op Arr.	End Sep		GG to circulate relevant parts. All to scrutinize & review
10	Newsletter	Mid Sep		GG to liaise with webmaster re publication of next newsletter. All to consider articles. Include shipsan poll, PHE micro services, NEHB update, T&F update

EXECUTIVE BOARD

Priority	Task	Target	Completed	Comment
1	Appoint BIO	10 June	Completed 27 July	
2	Read and digest the contents of this paper and make decisions	27 July	Completed 27 July	
3	Agree date & venue for AGM/Workshops	27 July	Complete	UJC booked for 30 Nov
4	Review Committee/Board structures	27 July	Agreed by EB 27 July	Need to amend A of A and Operating Arrangements for AGM
5	Consider: a. Resurrect the list of Port Health experts. b. Under Secretary appointments. This may need input from O&S/OB	27 July		Cannot happen until after AGM

OPERATIONAL BOARD

Priority	Task	Target	Completed	Comments
1	Provide schedule of PLaN meetings & training	AGM	WIP	Target end Sep
2	I/D training required to ensure competency and meet competency requirements	AGM	WIP	Need competency framework for this
3	Assess viability & format of Technical Cmtes.	AGM	WIP	
4				

BIO

Priority	Task	Deadline	Completed	
1	Liaise with SIG re training availability	AGM	Completed July	
2	Arrange training providers for PLaN Groups	AGM	WIP	
3	Ascertain electronic meeting platforms and suggest best option	16 Sep	WIP	Ongoing - discussion with webmaster suggests <i>GoTo Meeting</i> currently best option
4	Contact Port Health experts and get agreement	16 Sep		Must wait until after AGM
5	Engage with new/lapsed Members re attendance at AGM and re-engagement with Association	AGM	WIP	Letter to go to non-renewing Members with invite to AGM - Oct