

**Minutes of the APHA Executive Board Meeting
Wednesday, 21st September 2016, Union Jack Club, London. Commencing
at 11.00hrs**

EB 16/30 List of Attendees		Person Responsible								
<p>List of Attendees: Pat McCarthy Cllr John Warman Cllr David Carr Gill Morgan</p> <p>Overview & Scrutiny Cttee Cllr Keith Morley</p> <p>In attendance Gary Gould</p> <p>Minutes taken by: GG</p>	<p>Authority Associate Member of APHA, Chair Swansea Bay Port Health Authority, Vice Chair Medway and Chatham Port Health Authority Swansea Bay PHA</p> <p>Manchester PHA, Chair</p> <p>BIO</p>	<p>PMc JW DC GM</p> <p>KM</p> <p>GG</p>								
EB 16/31 Apologies for Absence		Person Responsible								
<p>The Chair welcomed everyone to the meeting and confirmed that, because it was not quorate, agreement to any decisions taken would be sought from the absent members by e-mail prior to the minutes being published. He also informed the Board that Brian Lawrie had resigned. Whilst supportive of APHA, Brian's Authority were not prepared to support travel to meetings outside of Scotland which has made his attendance difficult. The Board reluctantly accepted his resignation.</p> <p>Apologies were received from:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cllr Adrian Brocklehurst</td> <td style="width: 50%;">Manchester Port Health Authority</td> </tr> <tr> <td>Cllr Jeffrey Dudgeon</td> <td>City of Belfast, Belfast Port Health Authority</td> </tr> <tr> <td>Brian Lawrie</td> <td>South Ayrshire Council</td> </tr> <tr> <td>Val Cameron</td> <td>States of Guernsey</td> </tr> </table>		Cllr Adrian Brocklehurst	Manchester Port Health Authority	Cllr Jeffrey Dudgeon	City of Belfast, Belfast Port Health Authority	Brian Lawrie	South Ayrshire Council	Val Cameron	States of Guernsey	<p>GG</p>
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Val Cameron	States of Guernsey									
EB 16/32.a Minutes of the previous meeting held on the 27th July 2016		Person Responsible								
<p>The minutes of the meeting were accepted as a true record.</p> <p>Proposed: KM; Seconded: GM</p>		<p>GG</p>								
EB 16/32.b Matters arising from the minutes not on agenda		Person Responsible								
<p>EB 16/18b: Carwyn Thomas's Ships Inspection Database. GG had sought opinion from several Port Officers with regards the database. Whilst the database was considered functional and useable, the considered opinion was that, if promoted, it would be in competition with the database managed by ShipSan ACT. As a partner in that project, APHA should not be seen to be promoting a competitor. As the ShipSan database was in use, and Europe wide, it was more comprehensive and it also offered a secure communication platform.</p> <p>It was agreed that APHA was not in a position to promote Carwyn's database.</p> <p>AGREED ALL</p> <p>Bill Arnold's Fellowship. GG had drafted a letter for the Chair to notify Bill of this award but wanted confirmation that Bill could attend the AGM at APHA's expense to receive it. It was agreed that APHA would pay Bill Arnold's reasonable expenses to attend the AGM.</p>		<p>GG</p> <p>GG/PM</p>								

AGREED ALL

EB 16/22 Removal of Mr Robinson as a Director of APHA. GG confirmed that despite some challenges, Mr Robinson was no longer listed as a Director of APHA at Companies House.

Nominet Appeal. The Webmaster was continuing to prepare the appeal as and when time permitted but it is recognised that with the potential name change for the organisation it may not be required.

EB 16/28 ShipSan Issues. GG reported that he had visited Falmouth as requested and retrieved the ShipSan laptop from Karen White (KW) who was most co-operative. The computer was available to the Board and it was agreed that the Chair could make use of it for APHA business. Unfortunately the information required was not stored on the computer. KW confirmed that she undertook most of the work she did for ShipSan from the Falmouth Port Health Office using Cornwall Council's computer network. Access to this information was no longer available because her account was deleted when she ceased working for the Authority. She did, however, provide precise instruction as to the location of the hard copies at the Falmouth Port Health Office that GG then visited. Despite a thorough search the documentation was not there. Staff at Falmouth believed that all documentation had been collected during the transfer of Administration to the Manchester Port Health Office.

Notwithstanding the above, GG had managed to establish contact with, and the co-operation of Georgina Cooper. This together with some negotiation with ShipSan Finance had not only resulted in the cheaper option being followed but instead of withdrawing from the project with work incomplete and returning funds to ShipSan, APHA will receive a further payment of just over 1,000 Euro with it being recognised that APHA's contribution to the project was completed under budget allowing funds to be transferred to other partners in need. In short, a positive outcome.

The Chair proposed a vote of thanks to GG for work above and beyond that expected to ensure a very satisfactory outcome to the ShipSan issues.

AGREED ALL

EB 16/33 Minutes of Overview & Scrutiny Committee Meeting 17th August 2016

Person Responsible

The minutes were considered and, with the exception of the following, it was agreed that the rest of the items were already on the agenda.

O&S 16/26c APHA Handbook It had been recommended that the publication of the handbook should be delayed until a decision is taken at the AGM with regard to the name of the organisation. Publication could then be co-ordinated with the name change if approved at the AGM. It should be noted that Lansdowne would now require the Association to fund 50% of the upfront costs on account of the reduction in the number of potential advertisers. APHA would then get 50% of the profits if there were any.

AGREED ALL

O&S 16/26d John Craig's Award O&S reported that a PhD student had been encouraged, at a personal level, to submit an entry for the Award. They were concerned that, with the recommendation to suspend the award temporarily, the normal process of advertising and inviting submissions had not been undertaken. This would leave the Association open to challenge should the award be made to the candidate. During discussion the opinion of the Board was in line with O&S; the Chair said that the work undertaken was probably excellent and the individual would probably be a deserving candidate but that it would be unfair just to make the award without an attempt being made to invite competition. It was agreed that the candidate be contacted, the situation explained to them and a suggestion that they submit

was investigating what had happened to their payment and GG was waiting on Medway to return his call. DC reported that he believed his Authority, Medway, had already paid but would make enquiries.	
EB16/36 Task and Finish Group (T&F Gp) Action Plan 2016	Person Responsible
GG referred the committee to the latest version of the Action Plan that the T&F Gp had produced (copy attached). He explained that the Group had had a Skype video conference on the 16 th September 2016; whilst video conferencing remains a cheap means of communication in terms of cost and officers time it did prove frustrating because there were quality and connectivity issues. However the group had managed to complete the meeting successfully. Plans for the AGM/Training event were progressing but the group required authority from the Board in principle to allow Corporate Members to send a reasonable number of delegates free of charge to the AGM whilst PLaN members could send one each. The overall liability would be known when costs of refreshments and any speaker expenses were known. AGREED ALL	T&F Gp
EB16/37 AGM	Person Responsible
It was confirmed that the APHA AGM was to be held at the UJC on 30 th November 2016 following a low cost training event to be held the same day. The T&F Gp were organising the event and Swansea PHA had kindly agreed to provide administration support. a. APHA Financial Statement 2015/16 GG referred the Board to the Financial Statement that had been produced by Salford City Council Financial Division. He confirmed that APHA were entitled to an exemption from audit under section 477 of the Companies Act 2006 relating to small companies but that the Board should agree the report prior to being presented to the membership at the AGM for approval. Following approval one of the directors should sign it so that it can be filed at Companies House before the deadline of 31 st December 2016. There being no questions, the financial statement was agreed. AGREED ALL b. Executive Board Vacancies/Members due for Re-election. GG confirmed that there were many vacancies on the Board and that John Warman and Val Cameron (VC) were due re-election. He had been in touch with VC who was off sick on account of an operation. She had indicated that she would be prepared to stand again if no one else was forthcoming. Notwithstanding the recommendation to reduce the size of the board it was agreed that nominations should be sought in accordance with the Articles. AGREED ALL	T&F Gp
EB16/38 Operational Board	Person Responsible
GM briefed the EB on the current status of the Operational Board (OB). There had been no meetings since the last EB and support had dwindled. GM agreed to make contact with the remaining members to ascertain whether they were still prepared to contribute to the delivery of the Action Plan.	GM
EB16/39 PHE FW&E Microbiology Services Reconfiguration Board	Person Responsible
GG reported that he had attended the last 2 teleconferences on behalf of APHA. As a result he had forwarded a press release/article that had formed part of their communication strategy to the membership. The plan was on track and despite a few teething issues, one of which related to the timings of departure from the Trafford Centre Hub at Manchester there were no major problems. PHE FW&E Microbiology Services had agreed to try and provide a speaker at the APHA training event as it would provide an ideal opportunity for engagement with their customers.	GG

EB16/40 Any Other Business	Person Responsible
<p>The following items were raised:</p> <p>a. Meeting With Politicians The Chair briefed the board on an initiative that he had instigated with regard to engagement with politicians. It is planned to hold a meeting with MPs and Lords at Westminster on 16th November 2016. To that end KM, GG and he had a meeting with Paula Kelly a parliamentary assistant for the SDLP the previous afternoon. She had agreed to facilitate and co-ordinate the meeting with the politicians and was extremely helpful and enthusiastic. She would target junior ministers and shadow ministers from the relevant ministries for Port Health. The Chair also mentioned that he had been in touch with Baroness Blood, a labour peer, who was prepared to ask relevant questions on APHA's behalf. In order to assist, GG had produced a one-page summary with regard to APHA. GG was tasked to liaise with Paula with regards to the meeting on the 16th November 2016.</p> <p>b. Meeting With Jon Averbs. The Chair briefed the Board on a meeting held with Jon Averbs Port Health and Public Protection Director from the City of London over dinner the previous evening. As Jon was a founder member of the "Big Ports Group", this meeting was considered key to the re-engagement with the bigger ports. He agreed to e-mail a summary of the issues discussed and these could provide a framework for future development. In a nutshell APHA has to be able to provide something beyond what the bigger ports are already getting and this will centre on the fact that APHA has to demonstrate its relevance by political engagement. In the absence of a hospitality budget, the Chair sought agreement from the Board that APHA should cover the expenses incurred for the meeting the previous evening. GM said that it was a meeting that had to happen and was necessary to make a difference and secure the future of APHA. It was agreed that as it was a meeting that was crucial to the survival of the organisation, the expenses should be covered.</p> <p>AGREED ALL</p> <p>c. ShipSan ACT Sustainability GG reported that he had received an e-mail from ShipSan outlining proposals for continuing the work of the project beyond the 30 September 2016 when the project ends. In short, the intention is to create a Non Governmental Organisation (NGO) that would be a Europewide Association incorporating Airsan. It is expected that more information will be obtained at the Final Conference on 27-28th September 2016 where Andrea Smith and GG will be representing APHA.</p> <p>d. The Chair proposed a vote of thanks to KM for securing the facilities of the UJC free of charge to APHA thereby saving the organisation the sum of £390 being the Corporate charge for the room hire.</p> <p>AGREED ALL</p>	GG/PM
EB16/41 Date of next meeting	Person Responsible
<p>There was some discussion as to whether the Board should meet again prior to the AGM. It was decided that it would be useful to have a meeting the evening before the AGM to go through the agenda. It was therefore agreed to meet at the UJC at 1800 on the 29th November 2016 in the bar, initially. KM to approach the UJC in order to facilitate the meeting.</p> <p>AGREED ALL</p> <p>There being no further business, the meeting closed at 14:10</p>	KM