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
List of Attendees: Pat McCarthy Cllr John Warman Cllr David Carr	Authority Associate Member of APHA, Chair Swansea Bay Port Health Authority, Vice Chair	PMc JW DC
Gill Morgan Overview & Scrutiny Cttee	Medway and Chatham Port Health Authority Swansea Bay PHA	GM
Cllr Keith Morley	Manchester PHA, Chair	KM
In attendance Gary Gould	BIO	GG
Minutes taken by: GG		_
EB 16/31 Apologies for A	bsence	Person Responsible
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. Apologies were received from: Cllr Adrian Brocklehurst Cllr Jeffrey Dudgeon Brian Lawrie Val Cameron Manchester Port Health Authority South Ayrshire Council States of Guernsey		GG
EB 16/32.a Minutes of the previous meeting held on the 27 th July 2016		Person Responsible
The minutes of the meeting were accepted as a true record. Proposed: KM; Seconded: GM		Person
EB 16/32.b Matters arising	from the minutes not on agenda	Responsible
EB 16/18b: Carwyn Thomas's Ships Inspection Database. GG had sought opion 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.		GG
It was agreed that APHA was not in a position to promote Carwyn's database.		
AGREED ALL		GG/PM
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.		

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

when the award is reinstated.

AGREED ALL

O&S 16/26e Ships Sanitation Inspection Fees O&S were concerned that with the Technical Committees not meeting currently, the crucial work of setting the fees for ships inspections could be overlooked. They proposed that the Task and Finish Group be requested to canvass opinion of Port Health Authorities with the following potential options:

- a. Fees remain the same.
- b. Increased in line with inflation. The recommendation would be to use the annual Retail Price Index (RPI) for September 2016.
- c. Other please specify.

During discussion it was confirmed that Port Health Authorities are not allowed to make a profit and therefore the maximum increase would be in line with inflation. Given the financial situation it would be nugatory work to canvass opinion because there should be some increase. It was agreed that the prices should be increased as indicated at point b above with the cost being rounded to the nearest £5 for ease of accounting.

Proposed: JW Seconded: DC

AGREED ALL

Person Responsible **APHA Administration** EB16/34 The Chair reminded everyone that Manchester Port Health Authority were only going to DC/GM/ Administer APHA until the end of September. Because efforts to date to source an KM/PM/ alternative provider had been unsuccessful, the situation was critical. The Chair of GG Manchester Port Health Board had indicated at the last meeting that Manchester Port Health Authority would not leave APHA in the lurch but it would be unfair to rely on them. In the ensuing discussion DC asked whether one of the big ports could not take it on; the Chair responded by briefing on the recent history which explained why this was not an option. It was agreed that it was essential that APHA administration remained within the governance of a Local Authority setting. The question of what exactly did the work entail and cost was asked but it was difficult to ascertain from the documentation to hand. DC agreed to approach his LA to ascertain whether Medway would take it on; GM said that she would enquire of Swansea; KM said that he knew of someone who may be prepared to undertake the job. It was agreed that the enquiries would be made and reported back as a matter of urgency. EB16/35 **APHA Financial Report, Accounts and Membership Renewal** Responsible

GG drew the attention of the board to the financial spreadsheet that the Bookkeeper uses and reported that she had *fleshed* the predicted costs out until the end of the FY. The figures indicated that APHA would end the year with a positive balance of £6167.79. However, the figures have not been adjusted to reflect the more positive situation with ShipSan and still show a repayment of £8400 instead of the approx 1,000 Euros that APHA will receive from ShipSan. There was also the question of late payment of membership fees and the costs of the AGM had not been factored in. GG estimated that APHA would probably end the year with a positive balance of approximately £10000 at the current rate of spend but would expect the situation to be clearer at the next meeting.

GG reported that Membership renewals stood at 18 Corporate, 5 PlaN and 2 Associate. This includes Edinburgh and Dundee city who have indicated that they will be paying, and Bristol who have dropped to PLaN Membership. There remains 11 Corporate and 1 Associate outstanding. GG had continued to chase late payers view to securing their continuing membership as and when time was available. Portsmouth had been contacted and an officer

GG/DC

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 Responsible GG referred the committee to the latest version of the Action Plan that the T&F Gp had T&F Gp produced (copy attached). He explained that the Group had had a Skype video conference on the 16th 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** EB16/37 **AGM** Responsible It was confirmed that the APHA AGM was to be held at the UJC on 30th November 2016 T&F Gp 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 31st 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 Operational Board** EB16/38 Responsible

EB16/39 PHE FW&E Microbiology Services Reconfiguration Board Person Responsible

GM

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.

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.

EB16/40 Any Other Business

Person Responsible

The following items were raised:

- 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.
- b. **Meeting With Jon Averns.** The Chair briefed the Board on a meeting held with Jon Averns 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.

AGREED ALL

- 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.
- 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.

AGREED ALL

EB16/41 Date of next meeting

Person Responsib

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.

AGREED ALL

There being no further business, the meeting closed at 14:10

GG/PM