



## Final Minutes of the Overview & Scrutiny Committee

**Held the Union Jack Club, London on 19<sup>th</sup> October 2016. Commencing 11.00**

### Present

<b>Councillors:</b>	Keith Morley	Manchester PHA	KM
<b>Officers:</b>	Andrew McClenaghan Clifford Smith (via Skype)	Belfast PHA Highland Council	AM CS
<b>In attendance</b>	Gary Gould	BIO	GG
<b>Minutes taken by</b>	Gary Gould		

### O&S 16/28 - Apologies for absence

The Chair welcomed everyone to the meeting, especially CS who had taken the trouble to join the meeting via Skype.

Apologies were received from the following members:

Councillor Steve Hunt Swansea PHA.  
Councillor Paul Kimber: Weymouth PHA

There was some concern expressed about the lack of attendance by Cllr Kimber and Cllr Hunt. GG explained that Cllr Hunt had been beset with health issues over the year and the reason for his absence at the meeting was because of admission to hospital. The Chair agreed to contact Cllr Kimber to ascertain what issues had prevented his attendance.

CS explained that financial pressure had prevented his attendance at recent meetings and welcomed the use of Skpe that facilitated his joining the meeting today.

### O&S 16/29 - Minutes of the last O&S meeting held on 17<sup>th</sup> August 2016

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

b. Matters arising:

It was agreed that matters arising were either on the agenda or covered by the Minutes of the Executive Board meeting held on 21<sup>st</sup> September 2016.

**Item EB 16/31 – Apologies For Absence**

O&S wished to document their support with regard the strategy of dealing with a meeting that was not quorate. They considered it essential that decisions be progressed; APHA could not afford to wait months until the next EB meeting before actions would be taken. Giving the absent members an opportunity to raise concerns or comment on the decisions taken seemed to be the most appropriate way forward.

**Item EB 16/22 – Nominet Appeal**

AM queried the necessity of the Nominet Appeal given the potential name change for APHA and suggested that it would be better for the Webmaster to spend his time on other priorities such as marketing or advertising. GG explained that the “appeal” was not the Webmasters priority in term of work activity. He only worked on the appeal when there was time left on his contracted hours and nothing of a higher priority to work on. GG agreed to discuss the issue with the Webmaster. **It was recommended that the EB consider the relevance of pursuing the Nominet Appeal.**

**EB 16/28 – ShipSan Issues**

AM asked GG to confirm that there was nothing to pay back to ShipSan. GG confirmed that has a result of his investigation, work and negotiations with ShipSan, APHA should receive a further payment of approximately 1000 Euro and will not have to pay any money back.

AM proposed a vote of thanks to GG for his efforts in resolving the issues and saving APHA a substantial sum. In his opinion, that alone justified the appointment of GG as BIO.

**Agreed All**

**EB 16/34 – APHA Administration**

There was some discussion over the critical issue of APHA Administration. The view of O&S was that the matter should be addressed as a matter of priority. AM stressed that APHA should follow through on proposal to move administration to Medway but that discussions should also be had with the individual KM mentioned as a back up; although the preference was for the Administration to remain within LA control.

**Agreed All**

**EB 16/35 – APHA Financial Report, Accounts & Membership Renewal**

GG referred O&S to APHA’s end of year Financial Statement produced by Salford City Council. He explained that it would need to be approved by the membership at the AGM. AM asked who would sign the document. GG replied that either of the current Directors could sign it once approved at the AGM therefore Pat McCarthy or John Warman,. It would then be filed at Companies House. It was agreed that O&S were content with the financial statement.

**Agreed All**

GG referred O&S to the Financial Spreadsheet that the Book Keeper used to track spend and income. According to the current projection APHA would end the current financial year approximately £8k in the black. He stressed that this was conservative and, provided APHA were not hit with any unexpected bills, was an underestimate.

Membership numbers stood at 20 Corporate, 4 PLaN and 2 Associate. City of Edinburgh has indicated that they would pay; Cardiff and the Vale of Glamorgan had combined regulatory services and were therefore seeking just one membership. GG had chased Portsmouth City but was still waiting on an

answer; he would continue to work on membership when time permitted but that he was already delivering on well over his contracted hours. GG agreed to forward a copy of the Membership Spreadsheet to O&S Members.

There was some discussion about attendance at PLaN Meetings in that it was known that not all attendees were members. It was contended that this was an ideal opportunity to recruit members but permitting non-members to attend without charge was unsustainable. **O&S recommends to the EB that non PLaN Members are charged an attendance fee in order to cover costs.**

#### **EB 16/40a – Meeting With Politicians**

KM briefed the Committee with regards the recent initiative to engage with politicians by holding an open meeting in Portcullis House. Following discussion, it was agreed that political engagement was essential to make APHA more relevant but questioned whether the type of meeting planned would achieve this. KM agreed to discuss the concerns with the Chair of the EB.

#### **EB 16/40b – Meeting with Jon Averbs**

The Chair briefed the Committee on a business meeting held with Jon Averbs, Port Health and Public Protection Director of the City of London. The meeting was attended by himself, the Chair of the EB and the BIO on the evening prior to the last EB Meeting. This meeting was seen as essential with regards to re-engagement with the bigger ports and was conducted over dinner. It was noted that the EB had approved that the costs would be covered out of APHA funds and it was confirmed that they were less than £40 per head. O&S agreed that the meeting was essential and that conducting business over dinner was appropriate. They were fully supportive of APHA covering the full costs and thought it represented good value for money.

#### **O&S 16/24: - APHA Finances**

Discussed under O&S 16/30 above

#### **O&S 16/32: - APHA T&F Group Action Plan dated 10 October 2016 *Training Provision & Technical Committees***

It was agreed to discuss the Action Plan after the meeting and update actions accordingly (attached at Annex A). This would allow CS, who was not a member of the T&F Group, 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.

Notwithstanding the above the following were discussed:

- a. **Competency Framework.** AM raised concerns that this task that was part of the Action Plan would not be valid without input from a larger group. It was agreed that work on this should be suspended until after the AGM/Training Event.
- b. **Brexit:** AM reported that he had been invited to a roundtable discussion with the Chair of the FSA on 2 Nov 16 with regard the impact of Brexit. GG confirmed that he was also representing the Chair of the EB at that meeting. It was agreed that the membership should be informed of the APHA representation at this meeting and invite submissions of items that should be raised with the FSA

#### **O&S 16/33 - Any other Business**

The following were discussed:

- a. It was of concern to O&S that there were too few people who are prepared to

contribute to the work of the Association. O&S therefore submit a plea for assistance from the membership.

b. The lack of a 2016 conference was discussed and, although plans were well in placed for an AGM/Training event in November, thoughts turned to the lack of a plan for 2017. The view of the Committee was that there should be a conference but not in the style of recent years. It should be a low cost event possibly using the facilities of a University Campus. **O&S recommends that, because the situation will be clearer after the AGM, a decision is taken with regard to holding a conference in 2017 at the first meeting of the EB after that event.**

#### O&S 16/34 - Future meetings

<b>Nov</b>	29 <sup>th</sup>	Joint Pre AGM Meeting with EB at the Union Jack Club, Waterloo, London.
<b>Nov</b>	30 <sup>th</sup>	AGM and Low Cost Training Event – Union Jack Club, Waterloo, London.
<b>TBC</b>		Joint meeting with the Executive Board.

There being no further business, the Chair closed the meeting at 12.19.

There then followed a meeting of the Task and Finish Group with regards the Action Plan as *per* Item 16/32. This meeting concluded at 14.10.

**APHA TASK & FINISH GROUP ACTION PLAN v 5 dated 19<sup>th</sup> October 2016**

<b>Serial</b>	<b>Task</b>	<b>Target</b>	<b>Completed</b>	<b>Comment</b>
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	Apr 17	On hold	Gill & Drew working on this. On hold until after AGM
4	Ensure tasks completed by OB, & BIO	End Sep	WIP	Online meeting to review progress 14 Sep: completed Next meeting to review progress scheduled for 12 Oct 16
5	Review Mission/Vision Statement	End Sep		No mission statement identified but the Vision Statement was reviewed and remains appropriate.
6	AGM issues	End Sep	End Sep	KM to get costings for food
		End Oct	17 Oct 16	Bill Fellowship, Letter signed and sent by Chair
			Complete	Need to identify Committee & Board Members due for election.
		23 Nov 16		Final No. of attendees to UJC by 23 Nov 16. Note recommendation that :  a. Corporate Members may send up to five delegate free of charge.  b. PLaN Members may send 1 delegate free of charge.
		End Oct 16		GM to draft application form

<b>Serial</b>	<b>Task</b>	<b>Target</b>	<b>Completed</b>	<b>Comment</b>
		Mid Nov 16		GM to draft and finalise program
		End Oct		Distribute applications – widest circulation possible
		19 Oct 16		Discuss additional requirements such as microphones etc with UJC at next O&S Meeting
		24 Oct 16		GG to advertise for nominations to EB and O&S via website and e-mail. Note that proposal required to trim size of EB and O&S until agreed at AGM should proceed on existing numbers. Advertise on 17 Oct 16 closing date 24 Oct 16
		14 Nov 16		Gill to organise design and print fellow certificate for Bill
		16 Nov 16		Finalise proposed future name of Association
7	Video Conference	14 Sep 1400	complete	GG arranged and was completed using Skype. Similar connectivity issues to goto meeting but acceptable. Would suggest maximum number attending should not exceed 4.
		10 Oct 16	complete	Conference held Action plan amended
		3 Nov 16 1400		
8	PLaN Training	End Oct		GM drafting
9	A of A and Op Arr.	End Sep	Complete	GG to circulate relevant parts. All to scrutinize & review
		16 Nov 16		Drew to Draft amendment to Articles

<b>Serial</b>	<b>Task</b>	<b>Target</b>	<b>Completed</b>	<b>Comment</b>
10	Newsletter	Early November		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**

<b>Priority</b>	<b>Task</b>	<b>Target</b>	<b>Completed</b>	<b>Comment</b>
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. Process to be agreed.
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**

<b>Priority</b>	<b>Task</b>	<b>Target</b>	<b>Completed</b>	<b>Comments</b>
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**

<b>Priority</b>	<b>Task</b>	<b>Deadline</b>	<b>Completed</b>	
1	Liaise with SIG re training availability	AGM	Completed July	
2	Arrange training providers for PLaN Groups	AGM	WIP	In conjunction with Drew and Gill
3	Ascertain electronic meeting platforms and suggest best option	16 Sep	WIP	Ongoing - discussion with webmaster suggests <i>GoTo Meeting</i> currently best option. Tried Skype (see above, no better and no worse).
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 Letter to be amended by Drew