



Minutes of the APHA Executive Board Meeting Wednesday, 11th January 2017, Union Jack Club, London. Commencing at 12.00hrs

EB 17/01	List of Attendees	Person Responsible																
<p>List of Attendees: Pat McCarthy Cllr John Warman Val Cameron 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 PHA, Vice Chair States of Guernsey Swansea Bay Port Health Authority</p> <p>Manchester PHA, Chair</p> <p>BIO</p>	<p>PM JW VC GM</p> <p>KM</p> <p>GG</p>																
EB 17/01	Apologies for Absence	Person Responsible																
<p>The Chair welcomed everyone to the meeting and confirmed that it was quorate.</p> <p>Apologies were received from:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Cllr Jeffrey Dudgeon</td> <td>City of Belfast, Belfast PHA</td> </tr> <tr> <td>Cllr David Carr</td> <td>Medway and Chatham PHA</td> </tr> <tr> <td>Cllr Wayne Davies</td> <td>River Tees PHA</td> </tr> <tr> <td>Cllr Stephen Thomas</td> <td>River Tees PHA</td> </tr> <tr> <td>Cllr Derrick Brown</td> <td>River Tees PHA</td> </tr> <tr> <td>Cllr Paul Kimber</td> <td>Weymouth PHA</td> </tr> <tr> <td>Clifford Smith</td> <td>Highland Council</td> </tr> <tr> <td>Andrew McClenaghan</td> <td>Belfast Port Health Authority</td> </tr> </table>		Cllr Jeffrey Dudgeon	City of Belfast, Belfast PHA	Cllr David Carr	Medway and Chatham PHA	Cllr Wayne Davies	River Tees PHA	Cllr Stephen Thomas	River Tees PHA	Cllr Derrick Brown	River Tees PHA	Cllr Paul Kimber	Weymouth PHA	Clifford Smith	Highland Council	Andrew McClenaghan	Belfast Port Health Authority	
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Andrew McClenaghan	Belfast Port Health Authority																	
EB 17/02	Election of Chair and Vice Chair	Person Responsible																
<p>Pat McCarthy asked if there were any nominations for the role of Chair and indicated that he was content to continue. VC then proposed Pat McCarthy; seconded by JW.</p> <p>Agreed All</p> <p>John Warman then indicated that he was content to continue in the role of Vice-Chair. Proposed: PM; Seconded: GM</p> <p>Agreed All</p>																		
EB 17/03	Unofficial Minutes of the previous meeting held on the 21 st September 2016	Person Responsible																
<p>a. The unofficial minutes of the meeting were accepted as a true record.</p> <p>b. GG explained that the minutes were classed as <i>unofficial</i> because the meeting was inquorate and, subsequently, any decisions taken needed to be ratified at the next meeting of the Executive Board that was quorate. The decisions listed below were discussed and subsequently ratified:</p>		<p>GG</p>																

<p>(1) EB 16/18b: Carwyn Thomas Ship Sanitation Database.</p> <p>(2) EB 16/26c: APHA Handbook Delay.</p> <p>(3) O&S 16/26d: John Craigs Award submission.</p> <p>(4) O&S 16/26e: Increase to Ships Sanitation Inspection Fees.</p> <p>(5) APHA Financial Statement 2015/16</p> <p>c. There were no matters arising.</p> <p>Agreed all</p>	
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EB 17/04 Minutes of Overview & Scrutiny Committee Meeting 19th October 2016	<small>Person Responsible</small>
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<p>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.</p> <p>Nominet Appeal: GG explained that had O&S recommended that all work on the Nominet Appeal be suspended until the future name of the Association had been agreed. This was because it could be seen as nugatory work should the EB decided to change the name of the Association.</p> <p>Agreed All</p>	GG
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EB17/05 APHA 117th AGM	<small>Person Responsible</small>
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<p>GG reported that the total cost of the AGM and Training Event was £1212; APHA had received £380 from paying delegates so that the overall cost to the Association was £832. The following actions arose;</p> <p>a. Financial Statement for 2015/16. This was agreed at the AGM and has since been filed at Companies House within the required deadline. GG checked on 3rd January and confirmed that they have been published.</p> <p>b. Amendment to Articles of the Association. They were agreed as recommended. The amended version will be published to the website.</p> <p>Secretary's note: Financial statement & amended Articles are now published to website. Amended Articles also filed at Companies House.</p> <p>c. Authority to Change the name of the Association. The AGM granted the Executive Board authority to change the name of the Association. This proposal originated from Laurence Dettman and then backed by the O&S Committee as a means of avoiding the confusion caused by the creation of the Animal and Plant Health Agency (same acronym).</p> <p>There then followed some discussion where it was agreed that there was some merit to be gained from changing the name of the Association and that could also coincide with a re-launch. However, given the current state of resources the main effort should be directed at turning the Association around and expanding the membership. It was therefore agreed that the issue of a name change for the Association should be returned to at a later date.</p> <p>Agreed All</p>	GG/ Webmaster
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EB17/07 APHA Administration Relocation	Person Responsible
<p>PM reported that Medway Council had taken over responsibility for APHA Administration and Finances with effect from 1st January 2017. As it was necessary to authorise the signing of the Service Level Agreement to facilitate the move prior to the Executive Board meeting, the draft was circulated to all EB members for approval. As a majority of EB members had responded agreeing to the SLA with none disagreeing, the Chair was empowered to sign the document on behalf of APHA. Phil Watts, Finance Director signed on behalf of Medway.Council. There was one query from the EB regarding the cost of telephone calls and internet provision, Medway have confirmed that provided they were not excessive (such as that resulting from a prolonged overseas call) the costs would be included within their overall fee of £5000 <i>per anum</i>. The EB were then asked to ratify the decision to sign to SLA.</p> <p>Agreed All</p> <p>GG then confirmed that all finance paperwork had been delivered to Medway council and that he has had a profitable meeting with the new Administrator, Helen McCulloch, on 10th January 2017. She was waiting on HSBC to authorise her and Phil Watts as signatories on the bank account before they were full operational. It had been agreed that if they had heard nothing by 16th January 2017 they would make further enquiries. This could mean that there may be a delay in the payment of expenses and GG asked that individuals be patient and allow the new team to <i>get up to speed</i>.</p> <p>PM then asked GG to send out the contact details of Helen McCulloch to the Executive Board and O&S Committee.</p>	<p>GG</p> <p>GG</p>
EB 17/08 APHA Financial Report, Accounts and Membership Renewal	Person Responsible
<p>GG reported that the APHA bank balance stood at £50,293.08 and then drew the attention of the Board to the financial spreadsheet that the Bookkeeper used to detail expenditure. With the Chair also undertaking the role of Acting Company Secretary, it was incumbent on the Executive Board and O&S Committees to check expenditure, especially expenses, and confirm that they were both appropriate and acceptable. VC expressed concern that the roles of Chair and Company Secretary were being undertaken by the same person and questioned the legality of the situation. GG said that it was not a legal requirement to have a Company Secretary but that the Articles require one to undertake specified actions. PM said that he was unhappy about the situation as well and that he had asked for volunteers to take on the role of Company Secretary but none were forthcoming. It was agreed that under the current circumstances it was even more essential that APHA expenditure be subject to thorough scrutiny. All attendees then studied the <i>Purchase Invoices & Expenses Approved for Payment 2016-17</i> Spreadsheet.</p> <p>GM noted that apart from a single payment of £2,000 for work on ShipSan, GG had yet to receive remuneration for his appointment. GG replied that he had considered it important to not submit any invoices until all his work for ShipSan had been completed and paid for. Then, with the situation requiring the relocation of Administration from Manchester PHA, it seemed appropriate to wait until the move was completed and Medway were operational. With that it was agreed that all expenditure was appropriate and justified.</p> <p>Agreed All.</p> <p>GG drew attention to the predicted positive balance of £27,057.09 for the 31 March 2017 (end of the financial year). This was a marked increase to the figure of £6,167.79 reported in September and may be accounted by the more positive resolution to the ShipSan issue, and over cautious approach to the predicted expenditure including payments to Lansdowne Publishing and costs of meetings. He said that the position at end of financial year will be clear at the next meeting. GG had compared the costs of running the Association against the predicted income and confirmed that the positive balance would be required to offset the expected deficit but that there should be enough to run APHA for a further year but that</p>	<p>T&F Gp</p>

<p>urgent action would be required to either improve income or dramatically reduce expenditure for APHA to continue into 2018/19.</p> <p>KM then asked the Chair if it would appropriate to raise, at this point, the issue he was having with travel. PM agreed. KM briefed the meeting on the measures that have been put in place by his Chief Officer before he would be “authorised” to attend meetings. He then read out the e-mail (copy attached) that he had been sent detailing these measures. There followed some discussion regarding the validity of the points the Chief Officer was making. The Board expressed surprise that a Chief Officer who was, in effect, employed by Elected Members, could treat an Elected Member in this way and it was recommended that KM raise this issue with his Chief Executive and the Manchester Port Health Board. This was especially because it appeared as if the action had been taken without the authority, or knowledge, of the Manchester Port Health Board.</p>	
<p>EB17/09 Task and Finish Group (T&F Gp) Action Plan</p> <p>GG reported that the main thrust of the action plan was the delivery of the AGM and Training Event last November that was a success for APHA. GM commented that she had received a lot of very positive feedback from those that attended. GG continued that there were some actions on the Plan that had been postponed until after the AGM including.</p> <p>a. Competency Framework VC confirmed that this had been completed several years ago but probably could do with a refresh. It should be listed on the appropriate website.</p> <p>b. Port Health Experts VC believed that she had a list of “experts” that she had sent to people/organisations on request and would see if she could find it and forward it to the group.</p> <p>c. Appointment of Undersecretaries Delayed for now.</p> <p>GG pointed out that there were likely to be other tasks allocated to the Group as a result of this meeting.</p> <p>VC asked how this group had come about. It was explained that it originated out of the O&S Committee who were concerned at the lack of action on the part of APHA, a clear example being the lack of arrangements for an AGM following the cancellation of conference. It comprised a small group of people who were determined to ensure the survival of the Association. VC asked what had happened to the Operational Board, it was explained that with one or 2 exceptions, members did not seem that interested or prepared to contribute their time and so was, in effect, suspended. Following discussion it was agreed that members could be contacted to see if they would be prepared to contribute to the work of the T&F Group.</p>	<p>Person Responsible</p>
<p>EB17/10 PHE FW&E Microbiology Services Reconfiguration Board</p> <p>GG reported that he had attended their latest tele-conference on Thursday 5th January 2017, summarised as follows:</p> <p>a. It was confirmed that all LA transfers have taken place and they were no being served by the 3 remaining laboratories..</p> <p>b. Most of the recruitment and training was completed but there were some vacant posts remaining. All new staff have been trained to the point of being <i>functional</i> with the total numbers of staff required being kept under review.</p> <p>c. The contingency option for transport is the Royal mail.</p> <p>d. There were some problems with the primary transport provider (citysprint) on Black Friday and over the Christmas period resulting in a downturn in performance. However, this has happened for the last 3 years and should really be addressed. One</p>	<p>Person Responsible</p> <p>GM</p>

<p>of the issues identified was when to invoke the alternative supplier. They have identified that they will need to keep a close watch on this.</p> <p>e. PHE intend to undertake a customer satisfaction survey in February 2016.</p>	
<p>EB 17/11 Future of PlaN Groups/Meetings</p>	
<p>GM expressed her concern that there appeared to me no procedure or protocol for the running of PLaN Meetings as to who could attend and on what basis and how to access the money that had been allocated to PlaN Groups to support the meetings. This had come to light when she was organising a training event in Wales.</p> <p>GG confirmed that £1,000 had been allocated to each PlaN group to support meetings but that there wasn't any procedure/protocol that he was aware of explaining how to access the money. When asked, NPLaN had said that all that was required was to submit a claim/invoice. Scottish PlaN had been in touch recently regarding this and had done just that. GM agreed to draft a procedure on the basis of her experience in organising the Training in Wales.</p> <p>GM then asked the question as to who could attend such meetings because there appeared to be a tradition of allowing anyone to attend whether a member or not. Such a situation was considered unsustainable and unfair because it discouraged actual membership and meant that increasingly fewer member Authorities would be subsidising the rest. There followed some discussion regarding operation of PlaN Meetings and it was agreed that it should be standard practice for non-members to pay to attend meetings particularly if there costs incurred by APHA.</p> <p>Agreed All</p> <p>GG agreed to contact the new Administration team to ascertain how such attendance should be invoiced.</p>	<p>GM</p> <p>GG</p>
<p>EB 17/12 Conference/AGM</p>	
<p>GG introduced the question of arrangements for the 2017 AGM. He pointed out that traditionally the AGM would be held on the second Tuesday in September and preceding conference but that said, holding it in November had been successful. VC said that it is unlikely that there would be any support for a conference at an expensive hotel given the state of LA finance. Following discussion it was agreed that the arrangements for the AGM should follow a similar format to last year and that a date in November should be sought dependant on availability. KM then consulted the UJC staff for available dates and the 22nd November 2017 was selected and booked. It was then agreed that the T&F Gp be asked to make the arrangements. It was suggested that we attempt to secure an MP to speak on the day. JW said that he was very impressed with the way that the last training Event/AGM went and particularly liked the venues. He also said that to get an MP to speak was a good idea but could be difficult but suggested that an effort is made to attract Students to the day.</p>	<p>T&F Gp</p>
<p>EB17/13 Any Other Business</p>	
<p>The following items were raised:</p> <p>a. Maritime and Coastguard Agency (MCA). GG reported that APHA had received an e-mail from a Mark Munts of the MCA who was updating contact details and wanted to confirm that Tony Morris was still CEO of the Association. VC stated that Tony Morris was never appointed CEO but it seemed he was content to advertise himself as such. GG said that he had nominated himself as the POC and had also suggested that the MoU APHA had with the MCA be refreshed. Mark Munts has agreed to this and has suggested that we take a look at it with a view to amendment and to schedule a liaison visit later in the year. It was agreed that the T&F Gp be</p>	<p>Person Responsible</p> <p>GG/PM</p>

<p>asked to review the MoU.</p> <p>Agreed All</p>	T&F Gp
<p>b. PM expressed his concern at the way that the management at Manchester Port Health Authority had treated APHA in recent months. He offered as an example that, notwithstanding the fact that APHA were still paying for Administration/Financial services, the Chief Officer had insisted that GG was not to directly contact the individuals who were providing that service. Clearly a ridiculous set of conditions to be imposed. When combined with his behaviour towards KM who is, after all, Chair of Overview and Scrutiny and therefore responsible for calling the meetings, he could only conclude that the Chief Officer was being very unprofessional. He was also concerned that these actions were being carried out without the knowledge of the Manchester Port Health Board and was considering writing to the Board Members to confirm that these actions were carried out with their approval. Following discussion, it was agreed that the Chair could take whatever action he thought fit to deal with the issue.</p>	PM
<p>c. PM then advised the EB that he had written to the SoS for Health on 24th November 2016 requesting a meeting and was disappointed to report that he had had no reply to date. He said that this followed by an e-mail to every member of the Health Committee regarding the lack of even an acknowledgement. The replies received were mostly negative but a Dr James Davies requested that PM get back in touch if nothing was heard by the first week in January. PM confirmed that he has since e-mailed Dr Davies and is waiting a reply but will not let the matter drop.</p>	PM
<p>d. The question of the publication of the APHA Handbook was raised. The delay in publication was as a result of the possibility of a name change. It was agreed that GG should approach Lansdowne Publication to identify costs and that the T&F Gp update the manual ready for publication with final agreement to publish being sought from the EB by e-mail once the costs were known.</p>	GG/ T&F Gp
<p>e. VC voiced her concerns that GG had been taken on to do a specific job and yet his role appears to have developed beyond the original job description. She said that the Board need to decide what is actually required and that GG should be paid more if he is doing more. KM replied that it was because of the difficulties experienced by APHA since the job description was agreed that GG's role has developed and he has taken on more work. PM agreed and pointed out that APHA was short of funds and lacked volunteers to take on the additional work, citing the lack of a Company Secretary as a case in point. VC replied that she was also concerned about the reduction in size of the membership of APHA and asked how it was to be turned around and who was going to do it? She said she would hate for it to <i>fold on her watch</i>. It needed a new name; a fresh start and get the members back on board. PM replied that we were starting by getting the Handbook updated and published and rolling out the training across the PlaN Groups. JW expressed his concerns that the problems were caused by personalities and members of staff taking decisions without recourse to elected members. GG said that he agreed with what Val had said, and that his role had become more like that of the Executive Secretary but the fact remained that if he did not undertake those tasks, they would not be done because there was no one else to do them, citing resolving ShipSan Finance issues and moving the administration to Medway as examples. Because individual authorities have left APHA for their own reasons, a blanket approach to encouraging them back would not work. In the main they would have to be treated on an individual case by case basis and it would require commitment assistance from the Executive Board and O&S Committee to achieve this. GG said that he was doing well in excess of the hours he was employed to because of his commitment to the Association and the belief that it should continue. VC then said she accepted the situation if GG was</p>	

<p>prepared to do the extra work</p> <p>f. VC then announced that after 42 years of service she would be retiring on 28th February 2017 although her last day at work was the 17th. She said that her deputy was to step up as the temporary Director of Environmental Health and Pollution Regulation for the States of Guernsey, until the future of the post has been decided, and would be asked to take on her APHA role.</p> <p>g. 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>	
<p>EB17/14 Meeting Schedule 2017</p>	<p>Person Responsible</p>
<p>The following schedule was agreed.</p> <p>Executive Board</p> <p>19th April 2017</p> <p>5th July 2017</p> <p>18th October 2017</p> <p>O&S Meetings</p> <p>21st February 2017</p> <p>10th May 2017</p> <p>2nd August 2017</p> <p>21st November 2017</p> <p>Conference/AGM</p> <p>Booked for 22nd November 2017</p> <p>There being no further business, the meeting closed at 14:40</p>	

Begin forwarded message:

From: John Robinson <johnrobinson@manchesterpha.org.uk>
Date: 20 December 2016 at 13:53:00 GMT
To: "Keith Morley (Keith.Morley@halton.gov.uk)" <Keith.Morley@halton.gov.uk>, 'Adrian' <a-brocklehurst@sky.com>, "tony.sherlock@cheshirewestandchester.gov.uk" <tony.sherlock@cheshirewestandchester.gov.uk>
Cc: Porthhealth <porthhealth@manchesterpha.org.uk>
Subject: **FW: TRAVELLING ARRANGEMENTS FOR OFFICERS AND ELECTED MEMBERS 2017**

Dear Councillor Morley,

After a lengthy discussion with the vice chairman, Councillor Sherlock this morning, over travelling arrangements whilst representing Manchester Port Health Authority, please note the following arrangements for 2017.

Any application to attend a meeting or a course requiring travelling arrangements, must be made in agreement with me personally, as the Chief Officer. Any disagreement with any proposal, will be referred to the vice chairman.

I must have details of meeting, times of meeting, reason for meeting, and agenda before any bookings can be considered. The earliest dates of a meeting would be preferred in order to save MPHA some money, if that journey is to be approved.

Wherever possible, travel to and return to meeting should be undertaken on the same day. This will avoid the need for overnight accommodation, and additional subsistence expenses.

I am sure you will comply with these arrangements, they apply to all officers and elected members, including the chairman. To assist you, as an example, I am enclosing details of available tickets today, for the proposed APHA meeting on the 11th January. As you can see, it would be possible for you to travel on the 09.03 for £24.40 and return on the 18.33 for £24.40 the same day. If these tickets are acceptable to you please come back to me personally, and I will arrange bookings. But I need to see the agenda beforehand, and all the other details mentioned above.

Please also be mindful of meetings that may not be quorate, these will not be supported, and may result in an application for funding to be returned to MPHA if booked. Lastly, on this issue, if you attend an external meeting on behalf of MPHA, you will be expected to provide a written report of that meeting, including resource implication, any resolutions from that meeting, and purpose of that meeting, for inclusion in the next available meeting of MPHA.

Finally, this email is being forwarded to all staff, and the chairman and vice chairman, these are the other people likely to be affected by these arrangements during 2017.

Yours sincerely,

John Robinson BA, BSc, MCIEH, FAPHA
Chief Port Health Officer

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