

APHA EXECUTIVE BOARD - AGENDA 11th January 2017
Meeting to be held at the Union Jack Club*, Waterloo, London. Commencing at 12.00hrs.

EB 17/01	List of Attendees	PM
EB 17/02	Apologies for absence	PM
EB 17/03	Election of Chair and Vice Chair	PM
EB 17/04	Minutes of the previous (Unofficial) EB meeting 21 September 2016:	PM
	a. Accuracy	
	b. Ratification of decisions taken:	
	(1) EB 16/18b: Carwyn Thomas Ship Sanitation Database.	
	(2) EB 16/26c: APHA Handbook Delay.	
	(3) O&S 16/26d: John Craigs Award submission.	
	(4) O&S 16/26e: Increase to Ships Sanitation Inspection Fees.	
	(5) APHA Financial Statement 2015/16	
	c. Matters arising that are not on this agenda	
EB 17/05	Minutes of the Overview & Scrutiny Committee. Matters not on the agenda:-Nominet Appeal	KM/GG
EB 17/06	APHA 117 th AGM 2017:	PM
	a. Accounts for 2015/16	
	b. Amendment to the Articles of the Association	
	c. Authority to Change the name of the Association	
EB 17/07	APHA Administration Relocation including ratify Service Level Agreement and Fees	PM/GG/ DC
EB 17/08	APHA Financial Report, Accounts and Membership Renewal.	GG
EB 17/09	Task and Finish Group Action Plan	GG
EB 17/10	PHE FW&E Microbiology Services Reconfiguration Board	GG
EB 17/11	Future of PLaN Meetings:- encouraging them/contacting secretaries/payment of invoices/ attendance by non-members	GM

EB 17/12	Conference/AGM 2017	PM
EB 17/13	Any Other Business	PM
EB 17/14	Meeting Schedule 2017:	PM

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**(Unofficial) 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> <p>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
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>		GG
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



Draft Minutes of the Overview & Scrutiny Committee
Held the Union Jack Club, London on 19th October 2016.
Commencing 11.00

Present

Councillors:	Keith Morley	Manchester PHA	KM
Officers:	Andrew McClenaghan Clifford Smith (via Skype)	Belfast PHA Highland Council	AM CS
In attendance	Gary Gould	BIO	GG
Minutes taken by	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 17th 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 21st September 2016.

O&S 16/30 - Minutes of the last Executive Board meeting held on 21st 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 as 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

Nov	29 th	Joint Pre AGM Meeting with EB at the Union Jack Club, Waterloo, London.
Nov	30 th	AGM and Low Cost Training Event – Union Jack Club, Waterloo, London.
TBC		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 19th October 2016

Serial	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	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

Serial	Task	Target	Completed	Comment
		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

Serial	Task	Target	Completed	Comment
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

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. 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

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	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