



Minutes of the APHA Executive Board Meeting Wednesday, 19th April 2017, Union Jack Club, London. Commencing at 12.00hrs

EB 17/15 List of Attendees		Person Responsible
<p>List of Attendees: Pat McCarthy Cllr John Warman Gill Morgan Cllr Wayne Davies Cllr David Carr Cllr Jeff Dudgeon</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 Swansea Bay Port Health Authority River Tees Port Health Authority Medway Port health Authority Belfast Port health Authority</p> <p>Manchester PHA, Chair</p> <p>BIO</p>	<p>PM JW GM WD DC JD</p> <p>KM</p> <p>GG</p>
EB 17/16 Apologies for Absence		Person Responsible
<p>With all attendees present, the Chair opened the meeting at 11.40 by welcoming everyone and confirming that it was quorate.</p> <p>Apologies were received from:</p> <p>Cllr Stephen Thomas River Tees Port Health Authority Cllr Adrian Brocklehurst Manchester Port Health Authority</p>		
<p>In the absence of Cllr Adrian Brocklehurst the Chair was content for Manchester PHA to be represented by Cllr Keith Morley.</p>		
EB 17/17	Declaration of Interests	Person Responsible
<p>There were none.</p>		
EB 17/18 Minutes of the previous meeting held on the 11th January 2017		Person Responsible
<p>a. The unofficial minutes of the meeting were accepted as a true record.</p> <p>Proposed: JD Seconded KM</p> <p>Agreed all.</p> <p>b. There were no matters arising that were not on the agenda.</p>		
EB 17/19 Minutes of Overview & Scrutiny Committee Meeting 21st February 2017		Person Responsible
<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>a. O&S were pleased to welcome new members Cllr. Derrick Brown of River</p>		

<p>Tees PHA & WO Morgan Locke (RAF). WO Locke had since been offered a commission and will be replaced by WO Dan Biggs.</p> <p>b. O&S express their regret that the Operational Board is not functioning as expected or envisaged.</p> <p>c. O&S were pleased to note that the moving of Administration to Medway has resulted in a substantial cost saving to APHA.</p> <p>d. O&S were content that, following scrutiny of the costs spreadsheet, all expenditure to 31 Dec 16 was justified.</p>	
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EB17/20 APHA Administration	Person Responsible
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<p>PM expressed concern at the cost of maintaining the website; at approximately £11,700 per year, it was the biggest expenditure APHA has. He asked if anyone present had any involvement in the procurement process; no one had. GM pointed out that the webmaster was under contract that required 3 months notice. A robust discussion followed exploring ways of reducing costs and whether we needed such a comprehensive/complicated website. It was agreed that EB elected members were to consult with their IT departments with a view to identifying ways of reducing the costs of website provision. GG requested a deadline for this task; PM replied by the end of the month.</p> <p>GM replied that she would not be able to action this task because Swansea Bat PHA did not have an IT department.</p> <p>GG then raised the issue of Company Secretary. Whilst APHA is not legally obliged to appoint a Company Secretary, the position has a well defined role within the Operating Arrangements and was pretty much responsible for everything. If they were fully complied with, the role would be very onerous and a practically a full time job.</p> <p>Since the resignation of John Robinson as acting Company Secretary last year, and in the absence of a volunteer coming forward, the role had been covered by the Chair, Pat McCarthy. This has caused concerns with respect to financial governance in that he was in the position of authorising his own expenses. The new Administration team had also voiced concerns about this. Although all expenditure is subject to scrutiny by both the Executive Board and O&S Committee, the situation could be subject to challenge. GG suggested that the Executive Board appoint someone to vet and approve the Chair's expenses, possible candidates could be the Vice-Chair of the Executive Board or the Chair of the O&S Committee. PM then briefed the board on some of the recent issues regarding expenses. DC volunteered to take on the role of approving the Chair's expenses, he said that, as a Medway Councillor, he had good access to the administration/finance team. WD said that the past should be <i>put away</i> and that we should start as we mean to go on and suggested that the Chair of O&S would be more appropriate, from a Governance perspective.</p> <p>Proposed that the Chair of O&S Committee be tasked with authorising the Chair of the Executive Board's expenses: WD</p> <p>Seconded: GM</p> <p>Agreed all.</p>	<p>All EB members</p> <p>T&F Gp</p>
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EB17/21 APHA Financial Report, Accounts and Membership Renewal.	Person Responsible
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GG confirmed that despite best efforts the new Administration Team did not have full access to the bank account and were still not in a position to make payments but that this was	
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expected top be resolved in a matter of days. That said the financial position as at the 18th April 2017 was as follows:

a. Bank Balance:	£59,578.32
b. Outstanding payments:	£10,269.78
Actual funds (a-b):	£49,308.54

Note:

Membership renewal to date:	£11,420.80
Payments made since 31 Dec 16:	£1,973.00

Work has started on preparing a budget for 2017/18 which will be distributed when finalised.

GG

PM highlighted his concerns at the length of time it had taken for the new administration team to gain access to the bank account. He and others had been waiting for payments that had dated back to January. GG confirmed that the problems were largely the responsibility of HSBC in that the advice that they had provided was inconsistent with what was required and that it changed between advisors, and that they had failed to communicate effectively. DC confirmed that it took several personal visits to the nearest branch by the Administration Team for them to be confirmed as signatories only then to find out that there was even more paperwork and delay in order to be provided with the tools to manage the account. PM agreed that the Association's treatment by the bank had been appalling and asked whether APHA should switch to another provider. GG suggested that it would be better to wait until after the team had gained control and was able to make payments, allowing things to *settle down* first. It was agreed to defer until the next meeting in July.

It was agreed that the association required more members. GG pointed out that Big Ports membership was on the agenda at the request of the O&S Committee. PM said that as a politically driven association it was the lack of political involvement that was the problem. WD mentioned that he sat on the Local Government Association Independent Group and asked whether it was worth raising APHA Membership at their next meeting. The response was a unanimous yes.

WD

PM pointed out that the Ports Association had 100 members and as political engagement is key, the elected members on the Executive Board should engage with their political opposites in other ports. JW replied that you should be selective in who you approach, with the announcement of a general election, candidates will be swamped with flyers from organisations looking for support. It was agreed that it would be useful for the elected members of the Executive Board to be provided with information as to the role and purpose of APHA. It was confirmed that such information was on the website.

Elected Members

GG then raised the issue of his telephone expenses whilst working for the Association. Having gone through his mobile phone bill he had identified that approximately 50% of calls made were on behalf of APHA. GG had previously discussed it with the Chair who thought it more appropriate for the Executive Board to decide whether APHA should cover these costs. GG explained that he had recently changed to a SIM only contract so that from July to April the costs to APHA would be approximately £15 per month but that from April it would be around £5; although he would soon need to replace his phone. It was agreed that GG should not be out of pocket whilst working for the Association and that APHA would pay 50% of his mobile bill subject to the provision of the appropriate receipts and approval by the Chair.

GG

Agreed all

<p>PM then drew the Board's attention to the letter received from the Chief Port Health Officer of Manchester PHA requesting that they be granted PLaN membership and his subsequent response that it would be raised at the next Executive Board meeting. In the ensuing discussion it was agreed that PLaN membership was aimed at LA's who had a small port or airport in their area of responsibility, not for actual Port Health Authorities like Manchester who was the LA for the Manchester Ship Canal and river Weaver that included 10 ports. With over 4000 ship movements, they could not be considered a "small port". It was agreed that because APHA valued Manchester PHA's membership and the contribution made by both staff and elected members, the Chair would write back to the Chair of their Board and ask them to reconsider with a view to remaining Corporate members. In the meantime, the status of Manchester PHA's membership would not change and they would remain Corporate Members..</p>	<p>PM</p>
<p>EB 17/22 Big Ports Membership</p>	<p>Person Responsible</p>
<p>GG explained that this was on the agenda at the request of the O&S Committee. They considered membership of the bigger ports crucial to the survival of the Association and that they should be approached to encourage them to rejoin. The ports in question were identified as:</p> <p>Southampton Port of London Suffolk Coastal Liverpool</p> <p>Heathrow Gatwick</p> <p>It was agreed that the Board would approach their membership as the other renewals discussed at EB 17/21.</p>	<p>All</p>
<p>EB17/23 Task and Finish Group (T&F Gp) Action Plan</p>	<p>Person Responsible</p>
<p>a. Handbook GG drew the Board's attention to the draft agreement with Lansdowne Publishing for the production of the Handbook. It was agreed that the terms were acceptable and that the Chair could sign on behalf of APHA</p> <p>b. PLaN Protocol GM explained that she had drafted a PLaN Protocol and highlighted the importance of an attendance policy in that non-members should pay for attending when there was a cost to APHA otherwise members would be continually subsidising non-members which was unsustainable. Invoices would be sent out from the Administration Team at Medway but that it was important that someone is nominate to liaise with APHA to ensure that the expenses are appropriate and agreed. The T&F Gp would finalise the protocol and distribute to the PLaN Groups for comment.</p>	<p>PM/GG</p> <p>GG</p>
<p>EB17/24 Conference/AGM 2017</p>	<p>Person Responsible</p>
<p>GG confirmed that the a room at the Union Jack Club had been booked for 22nd November and that the T&F Gp had started to approach speakers for the event. There was an outstanding action on the Chair to approach Baroness Blood to help secure a MP to speak at the Conference. PM replied that with the announcement of a general election this would have to wait until the new government was in place although he was going to ask Kate Hoey (originally from Belfast) who was MP for Lambeth whether she would be prepared to attend as the event was being held in her constituency.</p>	<p>PM</p>
<p>EB 17/25 ShipSan/AirSan - New Joint Action</p>	

<p>GG explained that this items was for information. The last Joint Action on Shipsan ended on 31st October last year. There were 2 suggestions for the sustainability of this work; the first was a European Association which will take some time to set up and the second was a proposal for a new joint action under the EU objective of Protecting Union citizens from serious cross-border threats to health. This new Joint Action is on the preparedness and action at points of entry (air, maritime and ground crossing) so, in effect, combining ShipSan with AirSan and introducing a new element of LandSan.</p> <p>It looks as though the action will be funded by a grant of 3 million euro but that the rules for participation have changed.</p> <p>GG attended an EU Webinar on 31st March which was aimed at explaining the rules of participation. This was followed by a teleconference with PHE on 12th April.</p> <p>The new approach to Joint Actions means that each member state can only have one Competent Authority participating but they may be supported by "affiliated entities". Other means of participation can be as a "sub contractor" or "collaborating stakeholder". The terminology is important because it determines whether you are able to secure funding. i.e. sub contractors can be funded but collaborating stakeholders can not (other than reimbursement of travel costs). It is not clear yet on what basis APHA's involvement, if agreed, would be.</p> <p>PHE are seeking internal approval to be nominated the "Competent Authority" for UK, if the UK are to participate. The deadline for applications is the 11th May. If accepted, the nature of APHA's involvement would then be determined.</p>	
EB 17/26 PHE FW&E Microbiology Services Reconfiguration Board	
<p>GG explained that this item was also for information and reported that the reconfiguration of PHEs delivery of Microbiological Laboratory Services is now complete. The last teleconference was held on 6th April 2017 primarily to discuss the results of the customer satisfaction survey. Initial analysis of the results of the survey indicate that 97% of responders were content that the level of service was as good as or better than before the reduction in the number of laboratories, with only 3% suggesting that it was worse. They were pleased with the good mix of specific comments which will be used to inform an action plan and considered this exercise as good in terms of wider engagement with their stakeholders. There were concerns however regarding the lack of response from the Northern LA's including PHAs. Therefore, the survey has been re-opened until the end of April to encourage more responses. It was proposed that the survey should be repeated in a years time for comparison and PHE are considering whether to undertake it on an annual basis. As there was no further action required it was agreed to close off the board. PHE thanked all those that had participated and contributed to the overall success of the re-configuration.</p>	
EB 17/27 Seafish Regulation Expert Group	
<p>GG reported that he attended the meeting held on 8th March. It was also attended by other bodies that have an interest in the regulation of seafood including DEFRA, the FSA, National Federation of Fishmongers, Shellfish Association, British Ports Association. There was discussion around a wide range of seafood related topics including:</p> <p>Brexit. Changes to Primary Authority Fish name designations. (Australians use one species-one name) Official Controls review Seizure of dead crabs (many EHOs mistakenly seize crabs if they are dead as unfit. Such action only applies to local brown crabs; warm water species are not necessarily unfit because they are imported dead and on-ice).</p>	

Executive Board

5th July 2017

18th October 2017 (JD agreed to investigate the possibility of holding this meeting in Belfast)

O&S Meetings

10th May 2017

2nd August 2017

21st November 2017

Conference/AGM

Booked for 22nd November 2017

There being no further business, the meeting closed at 14:40