



Draft Minutes of the Overview & Scrutiny Committee
Held at the Union Jack Club, London on 10th May 2017.
Commencing 11.30

Present			
Councillors:	Keith Morley Derrick Brown	Manchester PHA River Tees PHA	KM DB
Officers:	Andrew McClenaghan Dan Biggs	Belfast PHA Royal Air Force	AM DB ²
In attendance	Gillian Morgan Gary Gould	Swansea Bay PHA and T&F Gp BIO and T&F Gp	GM GG
Minutes taken by	Gary Gould		
O&S 17/09 – Welcome and apologies for absence			
<p>KM welcomed everyone and opened the meeting at 11.30 by declaring that it was quorate. He then introduced Flight Sergeant Dan Biggs of the Royal Air Force as a new member of the O&S Committee and offered congratulations on his pending promotion to Warrant Officer.</p> <p>Apologies had been received from:</p> <p>Clifford Smith Highland Council Cllr. Paul Kimber Weymouth and Portland PHA</p>			
O&S 17/10 – Declaration of Interests			
There were none.			
O&S 17/11 - Minutes of the last O&S meeting held on 21st February 2017			
<p>The minutes of the previous meeting were accepted as a true record.</p> <p>Proposed AM, seconded DB.</p> <p>Agreed all</p> <p>Matters arising:</p> <p>Item 17/03 Regarding the ongoing absence of Cllr P Kimber, GG briefed the committee that he had received an automatic reply to his last email. It stated that Cllr Kimber had retired from Dorset County</p>			

Council following the local elections on 4th May 2017.

Action: Following discussion, it was agreed that GG should contact Weymouth and Portland Port Health Authority to discuss the possibility of his replacement joining the O&S Committee.

Agreed All

Secretary's Note: GG spoke to the Chief Port Health Officer at Weymouth & Portland who confirmed that whilst Cllr. Kimber had lost his County Council seat, he remained an Elected Member for Weymouth & Portland and Chair of their Port Health Board. KM has since spoken to Cllr. Kimber who explained that he was unable to attend recently because of Council business but that the situation has improved such that he should be able to attend in future.

Item 17/05 AM asked whether the transfer of the Bank Account to Medway council had been completed. GG replied that it had and payments were now being made.

Item 17/07 Regarding the possibility of securing an MP to speak at the AGM, the announcement of a General Election on the 8th June 2017 means that such discussions will have to be placed on hold until the results are known. GG mentioned that the Chair of the Executive Board was going to approach the MP for Lambeth, a Kate Hoey (originally from Belfast), provided she is re-elected.

Item 17/03e GG to task the webmaster to amend the splash page to include membership fees. Done.

GM to contact Cllr Steve Hunt to make use of his database of elected members. GM confirmed that she had spoken to Steve who had agreed to forward the database to KM. KM replied that he had not received it. GM to contact Cllr. Hunt and chase.

O&S 17/12 - Minutes of the last Executive Board meeting held on 19th April 2017

Item EB 17/20 - APHA Administration

AM asked whether the deadline of the end of the month for the EB elected members to contact their IT departments with a view to identifying ways of reducing the cost of the website had been met. GG replied that he had not been provided with an update. However, it had been confirmed that the current webmaster had been appointed following the submission of a competitive tender. It was very much the view of the Executive Board Chair that the website was far more than APHA required and that the size and complexity should be reduced.

Item EB 17/21 - APHA Financial Report, Accounts and Membership Renewal

AM queried the status of the budget. GG replied that there had been no progress since the last EB meeting but would follow up with the administration team.

AM asked whether Cllr Davies had made contact with the LGA. GG replied that there had been no update as yet.

There then followed a discussion regarding the status of Manchester PHA's membership. O&S were supportive of the decision taken by the EB to ask that they review their decision and that it was appropriate for them to remain Corporate members until they had had the opportunity. GG confirmed that the EB Chair had drafted a letter but was not sure whether it had been sent yet.

Secretary's Note: The Chair of the EB has confirmed that the letter a letter requesting that Manchester PHA reconsider their decision had been sent.

Item EB 17/22 AM sought clarification on how the EB were going to approach the Big Ports with regards to membership. Following discussion, it was agreed that O&S request that the Chair of EB allocate specific ports to individual members of the EB with a view to contacting their opposite numbers regarding membership of APHA.

Item EB 17/25 AM asked whether PHE had applied to be the "Competent Authority" for the UK with regards to participation in the new Joint Action for ShipSan. GG said that he had not been updated but would follow up with relevant individual at PHE.

Item EB 17/28b The decision to pay the Chair of the EB an allowance was discussed. O&S agreed that they support fully the decision of the EB to pay the Chair an allowance of £750 *per anum* and it to be back dated to when he ceased to be an elected member i.e. 1st April 2015. Furthermore they would like it placed on record their thanks to Pat McCarthy for his conscientious and diligent efforts on behalf of the Association. The work that he does is very much appreciated.

O&S 17/13 - APHA Membership, Finances & Scrutiny of Payments

GG apologised for the late submission of the financial report but explained that he only received it from the Administration Team on the day it was sent out. O&S expressed concern at the lack of detail on the Income and Expenditure Table and that the format was quite confusing. It was agreed that the spreadsheet provided by the former Administration was a far better format to use.

Action: GG to contact the Administration Team and request that they revert to the previous format in future.

AM expressed concern that Belfast City Council's subscription was not recorded on the table yet the payment had been made on 20 March 17, as recorded on the Membership Spreadsheet.

Action: GG to contact the Administration Team and advise them of this error.

There was some concern regarding the amount paid to HMRC for VAT. It was understood that VAT was paid to HMRC in monthly instalments in order to avoid a substantial amount at the end of the year. O&S agreed that they would like sight of the VAT return.

Action: GG to contact the Administration team and request a copy of the VAT return.

GM expressed concern that the attendance fee charged to delegates to attend the Ship Inspection course delivered to the Welsh PLaN was not reflected as Income and queried whether the delegates had in fact paid.

Action: GG to discuss with Administration Team.

GM confirmed that the payment listed to her on 24 April 2017 for £641.43 was the reimbursement of payments she had made on APHA's behalf to facilitate the Welsh PLaN Ships Inspection Course.

Agreed: Notwithstanding the above queries, O&S were content that, following scrutiny of the table, all expenditure recorded on the sheet from 1 January to 30 April 2017 was fully justified.

There followed discussion with regards to membership renewals. Whilst it was reassuring to note that, to date, 14 Corporate members had renewed it was essential to the financial security of the Association and to port health in general that the membership is grown. GG explained that APHA had just recruited the Falkland Islands as a PLaN member and that this was through the website. There was some discussion regarding when non-paid renewals should be blocked from accessing the members area of the website. It was agreed that the EB should be asked to make a decision at their

next meeting when board members will be tasked to make contact with lapsed members. It was considered essential that the Administration Team start some credit control work and chase payments before such a decision is taken.

Agreed All

O&S 17/14 - APHA T&F Group Action Plan dated 5 April 2017

It was agreed to discuss, in detail, the Action Plan after the meeting. This would allow non-members of the T&F Gp, to conclude attendance and not be delayed unnecessarily. O&S look to continuing support from the EB on the work of the T&F Gp.

In summary, the T&F Gp discussed actions with regards the new handbook and arrangements for AGM in November. It was agreed that the term Symposium would be used to describe the training element. Ideas were put forward for speakers and DB² agreed to investigate the possibility of speakers from the military attending the event.

O&S 17/15 - Any Other Business

KM queried the origin of an e-mail he had received from APHA with regards to a Ship Inspection Course being organised in Liverpool and the fact that Manchester PHA appeared to be running it. GG replied that the event was being organised by the NPLaN and that it was because the Chair and Secretary of the NPLaN were officers at Manchester PHA, that the poc was at that location.

O&S 17/08 - Meeting Schedule for 2017

2nd August 2017

21st November 2017

Conference/AGM

22nd November 2017

All to be held at the Union Jack Club.

There being no further business, the Chair closed the meeting at 1300.

There then followed a meeting of the Task and Finish Group with regards the Action Plan as *per* Item 17/14. This meeting concluded at 13.50