



## Minutes of the APHA Executive Board Meeting Wednesday, 5<sup>th</sup> July 2017, Union Jack Club, London.

EB 17/30 List of Attendees	Person Responsible		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> <p><b>List of Attendees:</b> Pat McCarthy Cllr John Warman Gill Morgan Cllr David Carr Cllr Jeff Dudgeon</p> <p><b>Overview &amp; Scrutiny Cttee</b> Cllr Keith Morley</p> <p><b>In attendance</b> Gary Gould</p> <p>Minutes taken by: GG</p> </td> <td style="vertical-align: top;"> <p><b>Authority</b> Associate Member of APHA, Chair Swansea Bay PHA, Vice Chair Swansea Bay Port Health Authority Medway Port health Authority Belfast Port health Authority</p>   <p>Chair</p>   <p>BIO</p> </td> </tr> </table>	<p><b>List of Attendees:</b> Pat McCarthy Cllr John Warman Gill Morgan Cllr David Carr Cllr Jeff Dudgeon</p> <p><b>Overview &amp; Scrutiny Cttee</b> Cllr Keith Morley</p> <p><b>In attendance</b> Gary Gould</p> <p>Minutes taken by: GG</p>	<p><b>Authority</b> Associate Member of APHA, Chair Swansea Bay PHA, Vice Chair Swansea Bay Port Health Authority Medway Port health Authority Belfast Port health Authority</p> <p>Chair</p> <p>BIO</p>	<p>PM JW GM DC JD</p> <p>KM</p> <p>GG</p>
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EB 17/31 Apologies for Absence	Person Responsible		
<p>With all attendees present, the Chair opened the meeting at 12.00 by welcoming everyone and confirming that it was quorate.</p> <p>Apologies were received from:</p> <p>Cllr Wayne Davies                      River Tees Port Health Authority</p>			
<p>Concern was expressed that Cllr Stephen Thomas had yet to attend an Executive Board meeting since his appointment. The Chair agreed to make contact with Cllr Thomas and determine whether there were any problems.</p>	<p>PM</p>		
EB 17/32 Declaration of Interests	Person Responsible		
<p>There were none.</p>			
EB 17/33 Minutes of the previous meeting held on the 11 <sup>th</sup> January 2017	Person Responsible		
<p>a. The minutes of the meeting were accepted as a true record.</p> <p>Proposed: JD Seconded DC</p> <p><b>Agreed all.</b></p> <p>b. Matters arising that were not on the agenda.</p> <p>1. <b>EB 17/28a.</b> The Chair to contact International Development Committee re overseas Port Health Training. This had been placed on hold because of the General Election. The Chair confirmed that now a new government had been elected, he would pursue this action.</p>	<p>PM</p>		

<p>2. <b>EB 17/28b.</b> Payment of Chair's Allowance. The Chair confirmed that he had been in receipt of the allowance. GG highlighted that this payment was fully supported by O&amp;S and they wished to express their thanks to PM for his conscientious and diligent efforts on behalf of the Association.</p>	
<p><b>EB 17/34 Minutes of Overview &amp; Scrutiny Committee Meeting 10<sup>th</sup> May 2017</b></p>	<p>Person Responsible</p>
<p>The minutes were considered and, with the exception of the following, it was agreed that the items were included on the agenda.</p> <p>a. <b>O&amp;S 17/09</b> O&amp;S were pleased to welcome new member WO Dan Biggs who replaced WO Morgan Locke. As a result of being Commissioned, WO Locke had been posted to a different role.</p> <p>b. <b>O&amp;S 17/03</b> Concern re Cllr Kimber. GG Confirmed Cllr Kimber had been diverted by a demanding role on his County Council; from which he has since retired. As a result, he expects to contribute more in future.</p> <p>c. <b>O&amp;S 17/12</b> O&amp;S had queried whether PHE had applied to to be the Competent Authority for new Joint Action that will replace SHIPSAN. GG confirmed that they had applied but he had been instructed not to publicise the fact because of purdah.</p>	
<p><b>EB17/35 APHA Administration</b></p>	<p>Person Responsible</p>
<p><b>Website costs (EB 17/20)</b> An action from the previous meeting requested that all Elected Members approach their Council IT Departments in order to identify ways of reducing costs. There then followed some discussion and a document provided by the Webmaster that summarised the tasks he carried out was introduced. There was some concern that the hours attributed to each task were not specific. GG explained that the nature of the tasks required did change month on month e.g. the number of e-mails distributed using "MailChimp" was dependant on what APHA received from other organisations as well as whether we were running any events. GG went onto explain that he believed that the tasks should be split into routine and "As and When" in order to identify that which is carried out on a regular basis.</p> <p>It was agreed that the current costs of maintaining the website were too high and that the website needed to be simplified. An example offered was the scrolling photos of individuals in Executive Roles that the Board members felt irritating, it was suggested that a link to a list be provided instead. Another example was the fact that the forums were not used. Whilst the Executive Board really appreciated the help and support of the Webmaster, it was contended that it was time that the market was retested and in recognition of his support, APHA should invite Mr Longstaff to re-tender.</p> <p>The following was agreed.</p> <p>a. The Webmaster amend his summary so that regular monthly tasks can be identified.</p> <p>b. The Tasks undertaken by the Webmaster and the website are reviewed with a view to reduce the amount of work involved.</p> <p>c. An invitation to tender be drawn up and distributed to potential suppliers including Mr Longstaff. The new contract should commence 1 November 2017.</p> <p>d. The Webmaster be given the required 3 months notice so that his current contract is terminated on 31 October 2017.</p> <p><b>Agreed All</b></p>	<p>GG/ Webmaster</p> <p>Webmaster</p> <p>PM/T&amp;F Gp</p> <p>PM/T&amp;F Gp</p> <p>GG/PM</p>

<p>GG then briefed the Board on the number of "rogue subscribers" to the website; these were mostly from Russia and Poland. GG had started to keep a record of new subscribers; once a week a bulk e-mail would be sent to the new subscribers requesting that they reply to confirm that we were communicating with an actual individual. Following approximately 70 e-mails being sent out, only one new subscriber replied - a Port Health Officer from Taiwan. On the basis of this information GG and the webmaster have culled the e-mail list from 520 to 440. It was significant that e-mails being sent out were only being opened by 20-25% of the distribution. GG has interrogated the "MailChimp" account and has identified many e-mail addresses that are out of date. There is a job of work, when time permits, of updating the contacts.</p> <p><b>Executive Summary Companies House Confirmation Statement.</b></p> <p>GG drew the Board Members attention to the Executive Summary provided with the meeting papers. It explained that a <i>Confirmation Statement</i> had replaced the <i>Annual Return</i> that was required by Companies House. The Board were required to confirm that the information held at Companies House was correct and identify who, if anyone, had <i>Significant Control</i>. Following discussion it was agreed that no one individual had <i>Significant Control</i> and that the information held at Companies House was correct. The Confirmation Statement could therefore be submitted.</p> <p><b>Agreed All.</b></p> <p><b>Secretary's Note:</b> Confirmation statement was successfully filed, within the required timeline, on 12<sup>th</sup> July 2017.</p>	<p>GG/ Webmaster</p> <p>GG/APHA Admin</p>						
<p><b>EB17/36 APHA Financial Report, Accounts and Membership Renewal.</b></p>	<p>Person Responsible</p>						
<p>The financial position of APHA as at the 3<sup>rd</sup> July 2017 was as follows:</p> <table border="0"> <tr> <td>a. Bank Balance 3<sup>rd</sup> July 2017:</td> <td style="text-align: right;">£51,063.34</td> </tr> <tr> <td>b. Outstanding payments:</td> <td style="text-align: right;">£4,823.09</td> </tr> <tr> <td><b>Actual funds (a-b):</b></td> <td style="text-align: right;"><b>£46,240.25</b></td> </tr> </table> <p><b>Note:</b></p> <p>Payments made since 23 Mar 17: £16,467.14</p> <p>The Board scrutinized the financial statement prepared by the Administrator. Many errors were identified notably within the VAT column there was also concern that APHA Income was not represented. Therefore, an accurate financial picture could not be determined. JD suggested that the Executive Board and O&amp;S Committee be provided with copies of the APHA bank statement. GM expressed concern that on the basis of the figures presented, APHA expenditure was outstripping income which has serious consequences for the viability of the Association. DC briefed the Board on a proposal to hold a 6 month review of the Financial and Administration services provided by Medway so that these issues may be resolved. It was agreed that this meeting should take place as soon as possible with APHA being represented by DM and GG.</p> <p><b>Agreed All</b></p> <p>GG stated that a financial statement needed to be prepared for the next Executive Board meeting so that it could be agreed before the AGM. This is one of the duties of Medway Finance Department and would be discussed at the review meeting.</p>	a. Bank Balance 3 <sup>rd</sup> July 2017:	£51,063.34	b. Outstanding payments:	£4,823.09	<b>Actual funds (a-b):</b>	<b>£46,240.25</b>	<p>DC/GG</p> <p>DC/GG</p>
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<p>The membership renewals were then scrutinized; GG confirmed that with the exception of Portsmouth, who had confirmed that they would be renewing this week, no credit control work had been undertaken to chase late payers. This task should be undertaken by the Administration assisted, when possible, by GG.</p>	Admin/GG
<p><b>EB 17/37          Membership</b></p>	Person Responsible
<p>GG reported that he had not received any information from Cllr. Davis on his to contact the LGA (<b>EB 17/21a</b>) but that it was probable it would be addressed at the meeting with the LGA he was attending that day.</p> <p>With the exception of the 2 ports below, there had been no progress on Executive Board members contacting their political counterparts in neighbouring ports (<b>EB 17/21b</b>). JD suggested that it would be useful for a "circular" to be drafted explaining the benefits of APHA membership. GG replied that he had started to draft a document but there was no clarity on the criteria for PLaN Membership; it was likely that APHA would be getting more requests to elect for the cheaper PLaN Membership and, at present, it was at the discretion of the Executive Board. GM replied that the Association needed more Corporate Members because they were necessary to vote at the AGM and run the Association. It was agreed that the document be completed and circulated to the Board members.</p> <p>PM confirmed that he had written to Manchester PHA (<b>EB 17/21d</b>) inviting them to reconsider their request for PLaN membership. Unfortunately, they had rejected the offer to remain full Corporate members, whilst they deliberated and, as a result, Cllr. Brocklehurst had stepped down from the Executive Board. KM confirmed that he was attending in a personal capacity and not as a representative of Manchester PHA and that a final decision on membership would not be taken until at least their next meeting in September.</p> <p>GG said that he had drafted a letter to Tyneside Joint Board re membership of APHA and PM confirmed that he had signed and sent it. There had not jet been a reply.</p> <p>KM confirmed that he had made an approach to an elected member on Mersey PHA Board and that discussions were ongoing (<b>EB 17/22</b>). No other big ports had been contacted. PM suggested that APHA may has well accept that the bigger ports would not re-join. GM replied that their participation was crucial to the Association's long term survival. GG reiterated that each of the Ports had their own reasons for leaving and that a blanket approach would be inappropriate, it would need to be targeted.</p>	<p>T&amp;F Gp</p> <p>All</p>
<p><b>EB17/38          Task and Finish Group (T&amp;F Gp) Action Plan</b></p>	Person Responsible
<p>a.          <b>Handbook (EB 17/23a )</b> GG reported that the handbook publishing agreement had been signed and sent to Lansdowne. He had been advised that advertising revenue was at £5552.00 that morning which meant an approximate liability to APHA of £2000. the response from traditional supporters of the handbook had been disappointing but, perhaps, reflected the state of local government finance. Lansdowne would continue with the campaign but were asking for suggestions on who to approach. GG suggested that members of the Executive Board and O&amp;S could potentially persuade their respective authorities to support the handbook if they had not already done so. GG to check and advise accordingly.</p> <p>b.          <b>PLaN Protocol (EB 17/23b)</b> GG confirmed that the draft had been finalised and sent to PLaN Secretaries for comment but had not had any response as yet. It was agreed that GG should chase PLaN secretaries.</p> <p>c.          <b>Amendment to Operating Arrangements (EB 17/28c)</b> This was to reflect the introduction of the Chair's Allowance agreed at the last meeting (EB 17/28b). GG confirmed that it would be included on the next version of the T&amp;F Gp Work Plan.</p>	<p>GG/All</p> <p>GG</p> <p>T&amp;F Gp</p>

<b>EB17/39 Conference/AGM 2017</b>	Person Responsible						
GG reported that preparations for the AGM and CPD event were progressing. There was an outstanding action of PM to approach Kate Hoey to speak at the AGM ( <b>EB 17/24</b> ), which had been on hold because of purdah. PM confirmed that he would be approaching Gavin Robinson MP and Nigel Dodds, deputy leader of the DUP as well as both the Conservative and Labour parties in order to secure speakers.	PM						
<b>EB 17/40 Hon Fellowships &amp; Associates</b>							
<p>GG asked EB members to consider any Fellowships of the Association before for the next meeting in order to agree any awards prior to the AGM.</p> <p>In recognition of their outstanding support to the Association the following were awarded Hon Associate Membership:</p> <table border="0" data-bbox="113 678 1177 745"> <tr> <td>Cllr. Keith Morley Chair O&amp;S Committee</td> <td>Proposed: GM</td> <td>Seconded: DC</td> </tr> <tr> <td>Dan Wilmott, Sec SW PLaN</td> <td>Proposed: DC</td> <td>Seconded: JW</td> </tr> </table> <p><b>Agreed ALL</b></p>	Cllr. Keith Morley Chair O&S Committee	Proposed: GM	Seconded: DC	Dan Wilmott, Sec SW PLaN	Proposed: DC	Seconded: JW	All
Cllr. Keith Morley Chair O&S Committee	Proposed: GM	Seconded: DC					
Dan Wilmott, Sec SW PLaN	Proposed: DC	Seconded: JW					
<b>EB 17/41 Seafish Regulation Expert Group</b>							
<p>GG reported that he attended the meeting held on 4<sup>th</sup> July 2017. It was also attended by other bodies that have an interest in the regulation of seafood including National Federation of Fishmongers, Shellfish Association, British Ports Association it was unfortunate that representation from DEFRA, the FSA did not attend. . There was discussion around a wide range of seafood related topics including:</p> <p>Brexit.  Changes to Primary Authority  Withdrawal from the London Convention  Acrylamide Regulation  Proposed CoP on Smoked Fish  Mercury in Fish</p> <p>Attendance at this meeting was very useful and it is intended to report via the APHA newsletter.</p>	GG						
<b>EB17/42 Any Other Business</b>	Person Responsible						
<p>The following items were raised:</p> <p>a. JD asked whether there had been any developments regarding Brexit. GG replied that this had been discussed at the SREG Meeting. There was some debate as to whether the department for exiting the EU wanted input from a single representative body or from individual authorities in relation to issues. Further information can be found at the following link:</p> <p><a href="https://www.gov.uk/government/organisations/department-for-exiting-the-european-union">https://www.gov.uk/government/organisations/department-for-exiting-the-european-union</a></p> <p>b. PM briefed the board that he had managed to locate and retrieve the President's Medal. DC agreed to place the medal in a safe at Medway Council offices.</p> <p><b>Agreed All</b></p>	DC						

<p>c. JD confirmed that the next Executive Board meeting would be held at Belfast City Hall on 18<sup>th</sup> October 2017 and that lunch would be provided. GG suggested that the Port Health Officers from Belfast City Council be invited to join the Board for lunch. JD agreed that it would be a good idea. It was suggested that the meeting be scheduled to start, at usual time, 1200 but that the Board should liaise closely in case the time of the meeting could be brought forward, dependant on flight arrivals.</p> <p><b>Agreed all</b></p>	<p>JD/All</p>
<p><b>EB17/43 Meeting Schedule 2017</b></p>	<p>Person Responsible</p>
<p>The following schedule was agreed. Unless otherwise indicated meetings will take place at the Union Jack Club. Meetings to commence at 12.00.</p> <p><b>Executive Board</b></p> <p>18<sup>th</sup> October 2017 (JD hosting at Belfast)</p> <p><b>O&amp;S Meetings</b></p> <p>2<sup>nd</sup> August 2017</p> <p>21st November 2017</p> <p><b>Conference/AGM</b></p> <p>22<sup>nd</sup> November 2017</p> <p>There being no further business, the meeting closed at 14.20</p>	