



## Minutes of the APHA Executive Board Meeting Wednesday, 18<sup>th</sup> October 2017, Belfast City Hall.

<b>EB 17/44</b>	<b>List of Attendees</b>	<b>Person Responsible</b>																		
<p><b>List of Attendees:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Pat McCarthy</td> <td style="width: 60%;">Associate Member of APHA, Chair</td> <td style="width: 10%;"></td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay Port Health Authority</td> <td>PM</td> </tr> <tr> <td>Cllr Jeff Dudgeon</td> <td>Belfast Port Health Authority</td> <td>GM</td> </tr> </table> <p><b>Overview &amp; Scrutiny Cttee</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Cllr Keith Morley</td> <td style="width: 60%;">Hon Associate and Chair</td> <td style="width: 10%;">KM</td> </tr> <tr> <td>Andrew McClenaghan</td> <td>Belfast Port Health Authority</td> <td>AM</td> </tr> </table> <p><b>In attendance</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Gary Gould</td> <td style="width: 60%;">Executive Officer</td> <td style="width: 10%;">GG</td> </tr> </table> <p>Minutes taken by: GG</p>		Pat McCarthy	Associate Member of APHA, Chair		Gill Morgan	Swansea Bay Port Health Authority	PM	Cllr Jeff Dudgeon	Belfast Port Health Authority	GM	Cllr Keith Morley	Hon Associate and Chair	KM	Andrew McClenaghan	Belfast Port Health Authority	AM	Gary Gould	Executive Officer	GG	
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<b>EB 17/45</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>																		
<p>With all attendees present, the Chair opened the meeting at 10.40 by welcoming everyone and confirming that it was quorate.</p> <p>Apologies were received from:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Cllr John Warman</td> <td style="width: 60%;">Swansea Bay PHA</td> <td style="width: 10%;"></td> </tr> <tr> <td>Cllr Wayne Davies</td> <td>River Tees Port Health Authority</td> <td></td> </tr> <tr> <td>Cllr David Carr</td> <td>Medway Port Health Authority</td> <td></td> </tr> </table>		Cllr John Warman	Swansea Bay PHA		Cllr Wayne Davies	River Tees Port Health Authority		Cllr David Carr	Medway Port Health Authority											
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<b>EB 17/46</b>	<b>Declaration of Interests</b>	<b>Person Responsible</b>																		
There were none.																				
<b>EB 17/47</b>	<b>Minutes of the previous meeting held on the 5<sup>th</sup> July 2017</b>	<b>Person Responsible</b>																		
<p>a. <b>Accuracy:</b> There were no inaccuracies raised. The minutes were then accepted as a true record of the meeting.</p> <p>Proposed: GM          Seconded JD</p> <p>b. <b>Matters arising.</b> Matters not already on the agenda were discussed and the action table at Annex A has been updated to reflect this. GG mentioned that the Webmaster had taken out a subscription to a filtering application that screened new subscribers to the website and prevented the "rogues" from registering. The cost to APHA would be £12 <i>per anum</i> and represented good value for money because of the amount of working time it saved. The Webmaster would be invoicing for this amount in due course.</p>																				
<b>EB 17/48</b>	<b>Minutes of Overview &amp; Scrutiny Committee Meeting 2<sup>nd</sup> August 2017</b>	<b>Person Responsible</b>																		
<p>AM raised the following:</p> <p>a. He was pleased at the very good <i>turnout</i> for the last O&amp;S meeting.</p> <p>b. He expressed concern at the fact that Clifford Smith had mentioned that many Scottish members were not funded to travel outside of Scotland to attend meetings. There was some</p>		PM																		

<p>disquiet at this. PM said that he would draft a letter to the leaders of the councils of Member Authorities regarding this.</p>	
<p>GG mentioned that he had been invited to speak at the Scottish PLaN meeting on 2 Nov 17 where some non-members were expected to attend. There was agreement that this would be an ideal opportunity to promote membership of the Association.</p>	GG
<p>c. AM mentioned the <i>Benefits of Membership</i> document that the T&amp;F Gp had produced and what APHA were going to do to take this forward. JD suggested that it should be sent, hard copy, to the Chief Executive of non-member Port Health Authorities with a covering letter requesting that membership of APHA be placed on the relevant Committee agenda. AM agreed with this but suggested that 2 pronged approach would be better with a copy being sent to the Cabinet Member for Public Protection and the Chief Port Health Officer. GG mentioned that he did not have the capacity to take on this task at present and that if hard copies were going to be sent out, Medway Council would have to be involved as they were the Administrators. AM agreed to take on this task and contact the Administration team at Medway to progress it.</p>	T&F Gp AM
<p>d. AM highlighted the lack of marketing APHA by Elected Members to neighbouring authorities. He suggested that the list of non-member Port Health Authorities be divided between the Executive Board Elected Members so that they could be approached and encouraged to join. It was agreed that this task should be added to the T&amp;F Gp actions.</p>	T&F Gp

<b>EB17/49</b>	<b>APHA Administration</b>	Person Responsible
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<p>GG confirmed that the Companies House Confirmation Statement had been submitted to Companies House on 12<sup>th</sup> July and in good time. He then briefed the Board regarding the situation with the delivery of APHA Administration by Medway Council. Since the task had been re-allocated to the new team, most of the Administration was being undertaken by GG and Swansea Port Health Authority. Initially this was to give the new team time to familiarise themselves with the financial aspects of the Association and put in place systems to administer the accounts. However, despite GGs best efforts, there were ongoing communication problems in that phone calls were not answered or returned and, often, emails would not be replied to. As an example, GG explained that he had tried repeatedly to set up a meeting to discuss these issues with Medway before this EB meeting. He did not get any response. There were further issues with regards to the financial administration discussed below.</p> <p>It was agreed that the situation was unsatisfactory and that GG should enlist the help of Cllr. David Carr of Medway Council in order to address them.</p> <p><b>Agreed All</b></p>	GG
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<b>EB17/50</b>	<b>APHA Financial Report, Accounts and Membership Renewal.</b>	Person Responsible
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<p>GG drew the attention of the EB to the Accounting spreadsheet provided by Medway Council as the only financial document received. There was concern that there were references to the Kent Finance Officers Association on it which suggested poor attention to detail and the fact that it was not <i>user friendly</i> especially for those EB members who were not familiar with spreadsheets. GG said that he had requested that a simple finance report be provided, one that detailed expenditure and income on separate pages so that it could be scrutinised easily. He was also concerned at the lack of detail on some of the line entries which made it difficult to determine what some of the expenditure was for. The lack of financial information and projected expenditure meant that the Board were unable to assess APHA's financial position at year end. As mentioned previously GG had tried to raise these issues with Katey Arrowsmith at Medway but had not had a response.</p> <p>GG reported that he did get a reply to an e-mail requesting a current account balance for the</p>	GG/ Admin
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	<p>Board meeting from Anthony Wicker at Medway. The current account balance stood at £39,841.83.</p> <p><b>Financial Statement 2016-17</b> GG drew the attention of the Board to the Financial Statement prepared by the Finance Team at Medway. He explained that the Board, if content, were required to agree it and submit it for consideration at the forthcoming AGM before being filed at Companies House by the end of the year. He then asked if there were any questions but pointed out that, given the issues raised with financial reporting, it was unlikely that he would be able to answer them at the meeting but would record them in the minutes once the answers had been determined.</p> <p>GM asked what, specifically, the <i>Legal and Professional Fees</i> were.</p> <p>JD then asked where GG's invoices were recorded. GG replied that it was only Shipsan work that was paid for within 2016-17. His first APHA invoice was not paid until this financial year and would therefore be recorded in the statement for 2017-18.</p> <p><b>Secretary's note:</b> Interrogation of the spreadsheet <i>APHA Accounts Working 2016-17_MG.xlsx</i> confirmed that the figures quoted as <i>Legal and Professional Fees</i> relate to the payments made to members of staff at Manchester PHA for running the administration and finances of APHA. GG's Shipsan invoices were recorded under <i>Project Expenses</i></p> <p>There being no further questions, it was agreed that the financial statement could be submitted for consideration at the AGM.</p> <p>Proposed: JD                      Seconded GM</p> <p><b>Agreed all</b></p>	Admin/ GG
<b>EB 17/51</b>	<b>Membership and Renewals</b>	Person Responsible
	<p>PM reported that he had had a conversation with Dr. Val Cameron with regards to Guernsey not renewing their membership. Dr. Cameron had discussed the matter with Tobin Cook, her replacement, who informed her that Guernsey could not afford membership. There followed some discussion regarding the ability of Local Authorities and the States of Guernsey not being able to afford the very modest membership fees for the Association and there was concern that there appeared to be a lack of political involvement in these decisions. JD then volunteered to identify the relevant political head for the States of Guernsey with a view to making contact and discuss membership of the Association.</p>	JD
	<p>GG briefed the Board on the work that he had been engaged in with respect to outstanding renewals. Renfrewshire had confirmed that they will not be renewing although there was the opportunity for further discussion when GG attends the Scottish PLaN meeting on 2 Nov 17. Aberdeen City and Fife have confirmed that they will be renewing and he had yet to hear back from Bristol and Copeland although he had left voicemails. GG confirmed that he would continue to pursue. GG also mentioned a conversation that he had had with a representative from Northumberland CC with regards their withdrawal from the Association and it was clear that their decision was based on false information. Following ensuing discussion GG reported that they were going to reconsider. Following ongoing exchange with representatives from Tyneside, they will be sending a representative of the Board to the AGM in November, as an observer, who will report back to their Board. Manchester PHA Board will not take a decision until their meeting in November.</p>	GG
	<p>As highlighted in the last newsletter, Newry, Mourne &amp; Down District Council had recently joined as Corporate members. AM said that he was hopeful to get sufficient new members from Northern Ireland to form a PLaN Group. There followed some discussion where it was agreed that:</p>	AM

	<p>a. JD and PM would assist with recruiting members from Northern Ireland via political representatives.</p> <p>b. KM would liaise with GG for assistance in getting membership of APHA on the agenda for Boards/Committee for Liverpool and Manchester Airports.</p>	<p>PM/JD</p> <p>KM/GG</p>
<b>EB17/52</b>	<b>Task and Finish Group (T&amp;F Gp) Action Plan</b>	Person Responsible
	<p>GG said that the T&amp;F Gp continued to meet on-line and at O&amp;S meetings to progress a list of actions and there were 2 that they believed needed to be brought to the attention of Board members.</p> <p>a. <b>2018/19 Handbook</b> GG reported that the update of the handbook content had now been completed and that he had received only that morning a copy of publishing draft from Lansdowne, together with some queries that required answering. He had distributed the publishing draft to the other members of the T&amp;F Gp to review/comment. The aim will be to turn the document around as quickly as possible because the group would like it to be published in time to launch it at the AGM. JD asked what the cost would be to APHA. GG replied that the last figures he had was approximately £2000 but that the position had improved following a meeting with representatives with Endosan at the recent Port health SIG meeting in Belfast. They had agreed to take out a full page advertisement.</p> <p>b. <b>Ships Sanitation Inspection Charges</b> GG said that this had been discussed by the T&amp;F Gp and was raised at this meeting to give Board members the opportunity to consider any increase before the Board meeting in January when a decision will have to be made. It is of note that the inflation figures for September had just been announced where RPI was running at 3.9%. there followed some discussion where GM said that she had observed that most ports, including non-members, were charging the rates set by APHA. GG said that it could be an opportunity to encourage dialogue with the major ports.</p>	<p>T&amp;F Gp</p> <p>T&amp;F Gp</p>
<b>EB17/53</b>	<b>AGM/CPD Event 2017</b>	Person Responsible
	<p>GG reported that preparations for the AGM and event were progressing with many speakers now confirmed. Fees had been agreed with Corporate/Associate members being allocated one free place each and a sliding scale for the rest depending on the grade of membership. PM had confirmed that Kat Hoey MP would be available to open the event. The T&amp;F Gp had produced a flier and booking form which will be uploaded to the website together with an amended <i>splash page</i> to advertise the event and an e-mail would be sent to all subscribers via Mailchimp to promote it. GG reported that there had already been a lot of interest with both Weymouth and Poole PHAs intending to send 3 delegates each, and the Port Health SIG had agreed to fund at least 6 places.</p> <p>GM said that the intention was to run the AGM straight after the morning session and before lunch to encourage maximum attendance.</p> <p>GG said a further action that needed to be completed before the AGM was to seek nominations to the Executive Board and O&amp;S Committees. To that end, the following members were due re-appointment/election:</p> <p><b>Executive Board</b></p> <p>Pat McCarthy David Carr Jeff Dudgeon</p> <p><b>O&amp;S Committee</b></p>	<p>T&amp;F Gp/ Webmaster</p>

<p>Keith Morley Paul Kimber Clifford Smith</p> <p>PM, JD and KM all indicated that they were prepared to stand.</p> <p><b>Action:</b> It was agreed that GG should send out an e-mail seeking nominations.</p> <p><b>Agreed All</b></p>		GG
<p><b>EB 17/54</b></p>	<p><b>Webmaster Contract</b></p>	<p>Person Responsible</p>
<p>AM reported that he had amended the document that the Webmaster, Mark Longstaff, had produced regarding his tasks and <i>trimmed</i> it down. From this AM had produced a new document which he had forwarded to the Mark for his opinion. Mark identified that it had omitted to include website hosting without which, APHA would not have a website. On the basis of the revised job description, he proposed to reduce the number of contracted hours to 24 hours per month without changing the already heavily discounted rate. This would mean that Webmaster costs would be £720 per month, a 25% reduction. GG said that following the decision taken at the last meeting, the Webmaster had been served 3 months notice to terminate his contract, which would end on 31<sup>st</sup> October 2017. Without a replacement or new contract, APHA would not have a website on 1<sup>st</sup> November. AM replied that Mark's terms were a minimum contract length of 6 months with 3 months notice of termination.</p> <p>There followed some discussion where it was agreed that the website was slow and unwieldy, it needed to be rationalised because it was far too large and many documents were out of date. (It should be noted that the Webmaster is not responsible for the content, just the management and maintenance; in effect he posts what he is told to post). GM confirmed that she had started to look at it with a view to removing the clutter.</p> <p>GG said that with only 2 weeks until the contract expires, it was too late to start a tender process. With the forthcoming AGM, APHA was entering a period where Mark services were critical and it would now be better to wait until the new year if the Board wanted to test the market. In light of Mark's terms, the Board could agree a further 6 month contract with the intention to review at the next Board meeting in January and, if necessary, the required 3 month's notice could be given by the end of that month. This would have the advantage of providing the time necessary to remove the clutter from the website.</p> <p>PM said that, in his opinion, APHA was being overcharged for Webmaster services and that APHA should seek an alternative provider. AM replied that he appreciated that view but there was no one to do it. GM said that she agreed with GG's suggestion and that to change provider at this point could jeopardise the AGM.</p> <p>JD then proposed that Mark be given a further 6 month contract with a review of the situation to be undertaken at the next Board meeting.</p> <p>Proposed: JD                      Seconded: GM</p> <p><b>Agreed</b> but PM wished it placed on record that he was unhappy with the decision and did not support it.</p>		<p>GM</p> <p>AM</p>
<p><b>EB 17/55</b></p>	<p><b>Any Other Business</b></p>	<p>Person Responsible</p>
<p>GG briefed the Board on the recent Ships Inspection Workshop that was held at Seaham in County Durham. He said that he was very impressed with the professionalism of the facilitators, John Ambrose and Martin Walker and, as a result, it was an excellent day. This</p>		

<p>was born out by the very positive feedback received. All the places were taken and the event was self funding to the extent that APHA made a small profit. It also provided an opportunity to engage with port health officers from non-member authorities and encourage their support for the Association.</p> <p>GG said that he received a request from an officer based at Boston (member authority) for a similar workshop to be run in the East of England. The officer was prepared to help organise it and GG would have to seek agreement from the 2 facilitators but that he was seeking agreement from the Board to go ahead.</p> <p>JD then proposed that GG be tasked to organise an Eastern region Ships Inspection Workshop.</p> <p>Proposed: JD            Seconded: GM</p> <p><b>Agreed all.</b></p>		GG
<p><b>EB17/56</b></p>	<p><b>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>O&amp;S Meeting</b></p> <p>21st November 2017</p> <p><b>AGM/Training Event</b></p> <p>22<sup>nd</sup> November 2017</p> <p>There will be an informal joint EB and O&amp;S meeting following the O&amp;S meeting on the 21 November 2017</p> <p>Following discussion it was agreed that GG should draft a meeting schedule for next year and circulate to members for comment. Because of the success of the Belfast meeting, PM suggested that, subject to approval by Belfast City Council, the meeting in July 2017 should be hosted by JD at the Belfast City Hall.</p> <p>On behalf of the Association, PM then thanked JD and Belfast City Council for their kind hospitality in hosting the meeting. He said that their generosity was very much appreciated.</p> <p>JD then thanked GG for all his efforts on behalf of the Association.</p> <p>There being no further business, the Chair closed the meeting at 12.40</p>	GG