



Draft Minutes of the Overview & Scrutiny Committee Held at the Union Jack Club, London on 16th May 2018.

Present			
Councillors:	Keith Morley Derrick Brown	Hon Associate (Chair) River Tees PHA	KM DB
Officers:	Andrew McClenaghan	Belfast PHA	AM
In attendance	Pat McCarthy Gary Gould Gill Morgan	Chair Executive Board Exec Off Swansea Bay PHA (T&F Gp)	PM GG GM
Minutes taken by	Gary Gould		
O&S 18/12 – Welcome and apologies for absence			
<p>KM welcomed everyone and opened the meeting at 11.00 by declaring that it was quorate.</p> <p>The following apologies were noted:</p> <p>Cllr. Paul Kimber - Weymouth PHA Clifford Smith - Highland Council WO Dan Biggs - RAF</p>			
O&S 18/13 - Declaration of interests			
<p>There were none.</p>			
O&S 18/14 - Minutes of the last O&S meeting held on 7th February 2018			
<p>a. The minutes were accepted as a true record of the meeting</p> <p>Agreed all</p> <p>b. Matters arising:</p> <p>Item 18/04 RHE Communication Platform: A prenotation on the communication platform remains outstanding. GG to contact Jonathon Williams of RHE and invite him to the next meeting.</p> <p>Action: GG to invite Jonathon to the next meeting.</p>			

Item 17/07 MP support from the River Tees PHA area DB said that he had discussed this issue with Cllr. Wayne Davies who is on the Executive Board. They asked thier Chief Exec to forward a letter introducing APHA to 5 local MPs. To date there had been no response. Following discussion it was agreed that the next step should be to make contact with the MPs personally.

Agreed all.

Action: DB to follow up and make contact with the MPs.

Item 17/19a GG reported that he had spoken to Clifford Smith of Highland Council and was pleased to report that Clifford was back at work. Unfortunately Clifford has been instructed to reduce his committments and would therefore have to resign from the O&S Committee. There was some discussion where it was agreed that Clifford had made a valuable contribution to the committee over his time and he would be missed. GG expressed his concern that with Clifford's resignation, Scotland would not be represented on neither the EB nor O&S. GG explained that he was attending the Scottish PLaN meeting on 17th May and would raise the issue witht the group with the intent of recruiting a replacement.

Action: GG agreed to follow Scotland's representation up with the Scottish PLaN Group.

Item 17/35 GG was asked about the "testimonial" that he had sent to the Elected Members on Manchester PHA board. GG confirmed that he had sent the "testimonial", on behalf of APHA and by email, to the list of Manchester PHA Board members supplied by KM. Unfortunately it did not really have the desired effect although the Manchester Board did decide to delay the decision regarding APHA Membership for a further year.

Item 17/21 There had been no feed back with regards the Major Ports meeting in March and the question of APHA membership. The Chair of EB together with the T&F Gp were scheduled to meet with represntatives of the Major Ports Group that afternoon where the issue would be discussed.

Item 18/06 Minutes of Executive Board Meeting 18th October 2017

EB 17/21. Regarding contact with the LGA; GG explained that Cllr. Davies of the Executive Board had made ienquiries with regards to APHA having a stall at their conference in July. Following discussion with both PM and Cllr. Davies, it was decided that whilst it would be a good opportunity to raise the profile of APHA, it was unlikely that it would result in an increase in the membership and was also prohibitively expensive. The decison was therefore taken not to have a stall.

EB 17/51. GG reported that he had had a conversation with Tobin Cook of Guernsey re membership and that Tobin had agreed to re-consider rejoining APHA but as PLaN members.. As a result GG had forwarded the *Benefits of Membership* flyer and the application form but had not had a response. GM said that she had also sent a letter encouraging membership that was sent with a copy of the APHA handbook. GG said that in his discussion with Tobin there was mention of Jersey and Guernsey possibly combining for port health work and could be seeking joint membership.

AM then said that all Local Authorities with a port in Northern Ireland were now members of APHA with the exception of Derry City and Strabane and he was hopeful that they would be joining as Corporate members. He continued that he was in discussion with one of their officers who was under the impression that they had already joined. AM agreed to follow up with a view to securing their membership.

Action: AM to follow up to secure Derry City & Strabane's membership.

O&S 18/15 - Minutes of the last Executive Board meeting held on 12th April 2018

EB 18/25b - Budget AM highlighted that the deficit of £8.5k identified in the budget would be eliminated by securing just an additional 8 Corporate and 1 PLaN members. A recruiting drive was therefore essential.

EB 18/26 - Membership & Renewals. AM asked if Cllr Mackie had agreed to join the EB. GM replied that she had and intended to attend the next EB meeting in Belfast. AM said that if the meeting with Major Ports proved successful it is likely that space would be needed for their representation on both the EB and O&S Committee.

Agreed All.

Secretary's Note: There are currently 2 vacancies on the Executive Board and none on the O&S Committee. However, the Articles allow for additional members to be appointed at the discretion of the Executive Board/O&S Committee.

EB 18/27 AM asked what progress had been made with regards to updating the MoU with the MCA. GG replied that it was raised at the recent PHE Port Liaison Meeting and he was waiting for confirmation of the relevant individual within PHE who would have this responsibility. He had emailed twice already but would chase further.

Action: GG to make contact with PHE and progress the revision of the MoU

EB 18/33b AM confirmed that a meeting room had been booked for the Executive Board to use in Belfast for the July meeting but that he would need to know numbers attending so that lunch could be booked. GG replied that he had already received apologies from some EB members who could not attend. According to his calculations, there would be 6, seven if AM joined the meeting.

O&S 18/07 - APHA Finances & Scrutiny of Payments

KM asked about the new expenses form that had been produced. GG explained that it was not really a new form but an amendment to the existing. The amendment resulted from a problem identified when producing the budget in that it was not possible to breakdown the expenses. To resolve this, the Finance Team (FT) had introduced an extra column in the form so that expenses could be identified as either personnel, business or training. Personnel expenses were when it was claimed for the individual, for example travel to attend meetings. Business expenses were for when the payment was for overall benefit of the Association, e.g. Hiring a meeting room. Training was for expenses incurred when running courses.

KM asked if he could be forwarded another copy of the modified form. GG replied in the affirmative

and asked if PM would also like a copy. He did.

Action: GG to send a copy of the amended expenses form to PM and KM.

GG drew the Committee's attention to the Income and Expenditure report produced by Medway in conjunction with himself. He explained that it was an essential part of the Committee's scrutiny role to examine all expenditure and challenge anything that they did not understand or was vague and ensure that it was both justified and complied with the Articles and Operating Arrangements of the Association. It was also incumbent on the Committee to review income. He pointed out that the FT had taken on board comments from the last meeting and had provided a lot more detail in the expenditure lines. Following some discussion the Committee Members were content that all expenditure was both valid and justified.

Agreed All

O&S 18/17 - Amendments to APHA Operating Arrangements

GG explained that the EB had approved the proposed amendments to the operating arrangements at their last meeting and it would be appropriate for the committee to endorse that decision. He said that the amendments were detailed in Executive Summary EB 18/27 and the *Proposed Amendment to PLaN Groups* documents that had been provided to all members. He then asked if there were any comments or questions. There were none. GG then asked if the Committee were content to endorse the amendments. They were.

Agreed all.

O&S 18/18 - APHA Privacy Policy

AM said that in order to comply with the General Data Protection Regs APHA required the consent of individuals on the APHA mailing list to receive emails and that they agreed to the APHA Privacy Policy. GG explained that because the mailing list included a lot of generic email addresses, the personal ones had to be separated out to facilitate obtaining individuals consent. An initial email had been sent out requesting that consent and would be followed up by a further 2 emails being sent out only to those who had not given consent. The final one being a *Sorry to see you go* version. He then said it was reassuring to note that some members of the committee had already responded positively.

GG said that he had drafted the Privacy Policy and had received approval by email from the EB to use it. That decision should be endorsed by the O&S Committee. He then referred members to the Policy and asked if there were any questions or comments. There were none. He then asked if members were content with it. They were.

Agreed All

O&S 18/19 - APHA T&F Group Action Plan

GM explained that as part of GDPR APHA was also required to get individuals consent for their contact details to be published in the on-line directory, a task that had fallen to the T&F Gp and that she was actioning. She had already received 20 positive replies and there were some amendments. GG said that any changes would also need to be forwarded to the Webmaster at Lansdowne so that the on-line directory could be updated. There was some discussion and it was agreed that an up to date on-line directory was important. GM agreed to follow up on the emails and if necessary make phone calls in order to get a response.

Agreed all.

Action: GM to complete the task of updating the directory and forward any amendments to the Webmaster

GG said that the other main action on the ation PLaN was the AGM. He confirmed that the Gasgoigne room in the Union Jack Club had been booked for the 18th October 2018 and that it was important that the T&F Gp start fleshing out the program. GG said that he had already secured Kevin Moyles to speak on the new computerised Import Control System that may be used to replace Traces. He was also waiting on confirmation from Fiona Gomes of PHE to speak on Emergency Planning. KM said that he had booked a flat at the UJC for accommodation. PM said that for next year's AGM APHA should seek a LA to sponsor and run it something we could look at after the event this year. GG said that if that was going to be the decision, then it should be made sooner rather than later because there is a lot of work involved and they would need as much notice as possible. He continued that O&S had discussed this at their last meeting and recommended that APHA stay with the same format for 2019 but to review the format early next year for a possible change in 2020.

O&S 18/20 - Political Engagement

PM briefed the Committee on a meeting that he and KM had with Derek Twigg MP at the House of Commons on the previous day. He also took the opportunity of meeting with Arlene Foster, the leader of the DUP who was also visiting the House of Commons at the same time. Their aim was to continue to raise the profile of APHA with politicians. PM said that in the last newsletter he offered to get written questions asked in Parliament and that he knew of no other organisation that offered that facility.

KM queried progress with the LGA GG said that further to the earlier discussion, Cllr Davies was going to seek an invitation for GG to attend the next LGA Independents Group meeting in September and that APHA should be clear what we would want from the LGA. PM replied that we should seek their assistance in recruiting members from port Authorities that were also members of the LGA.

O&S 18/10 - Any Other Business

GG briefed the Committee regarding outstanding membership renewals and there was some discussion regarding whether Swansea Bay PHA had in fact paid and whether Newry Morne & Downe had been invoiced.

Action: GG and GM to investigate and confirm whether Swansea Bay PHA had paid. GG to contact FT and ask whether Newry, Mourne & Downe had been invoiced.

There followed some discussion with regards engaging with Elected Members of non-member authorities to encourage membership. GM confirmed that she had prepared a list of non-member PHAs allocated to the Elected Members of both the EB and O&S committee which she would distribute after today's meeting.

Action: GM to distribute list of non-member authorities to Elected Members of EB and O&S

Committee.

O&S 18/11 - Meeting Schedule for 2018

The following meetings have been scheduled and will be held in the Lawrence Room of the Union Jack Club, commencing 11.00.

- a. 1st August 2018
- b. 14th November 2018

APHA AGM 2018

The AGM will be held in the Gascoigne Suite of the Union Jack Club on the 18th October 2018. There will be an informal joint meeting of the EB and O&S to discuss the AGM on the evening of the 17th October.

There being no further business, the Chair closed the meeting at 12.30.

G GOULD
Executive Officer
APHA