

	Minutes of the APHA Executive Board Meeting Held on Friday, 6th July 2018; at 9, Adelaide Street, Belfast.																	
EB 18/33	List of Attendees	Person Responsible																
<p>List of Attendees:</p> <table border="0"> <tr> <td>Pat McCarthy</td> <td>Associate Member of APHA, Chair</td> </tr> <tr> <td>Cllr Norma Mackie</td> <td>Cardiff Port Health Authority</td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay Port Health Authority</td> </tr> <tr> <td>Cllr Wayne Davies</td> <td>River Tees Port Health Authority (Via Skype)</td> </tr> </table> <p>Overview & Scrutiny Cttee</p> <table border="0"> <tr> <td>Cllr Keith Morley</td> <td>Hon Associate and Chair</td> </tr> <tr> <td>Andrew McClenaghan</td> <td>Belfast Port Health Authority</td> </tr> </table> <p>In attendance</p> <table border="0"> <tr> <td>Gary Gould</td> <td>Executive Officer</td> </tr> <tr> <td>Stacey Thompson</td> <td>Belfast Port Health Authority (observer)</td> </tr> </table> <p>Minutes taken by: GG</p>		Pat McCarthy	Associate Member of APHA, Chair	Cllr Norma Mackie	Cardiff Port Health Authority	Gill Morgan	Swansea Bay Port Health Authority	Cllr Wayne Davies	River Tees Port Health Authority (Via Skype)	Cllr Keith Morley	Hon Associate and Chair	Andrew McClenaghan	Belfast Port Health Authority	Gary Gould	Executive Officer	Stacey Thompson	Belfast Port Health Authority (observer)	<p>PM NM GM WD</p> <p>KM AM</p> <p>GG</p>
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EB 18/34	Apologies for Absence	Person Responsible																
<p>With all attendees present, PM opened the meeting at 11.00 by welcoming everyone and confirming that it was quorate. He then introduced Cllr. Norma Mackie as a new member to the Board and thanked her for accepting the appointment.</p> <p>Apologies were received from:</p> <table border="0"> <tr> <td>Cllr. John Warman</td> <td>Swansea Bay Port Health Authority</td> </tr> <tr> <td>Cllr Jeff Dudgeon</td> <td>Belfast Port Health Authority</td> </tr> <tr> <td>Cllr David Carr</td> <td>Medway Port Health Authority</td> </tr> </table>		Cllr. John Warman	Swansea Bay Port Health Authority	Cllr Jeff Dudgeon	Belfast Port Health Authority	Cllr David Carr	Medway Port Health Authority											
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EB 18/35	Declaration of Interests	Person Responsible																
There were none.																		
EB 18/36	Minutes of the previous meeting held on the 12th April 2018	Person Responsible																
<p>a. Accuracy: There were no inaccuracies raised. The minutes were accepted as a true record of the meeting.</p> <p>Proposed: GM Seconded: KM</p> <p>Agreed All</p> <p>b. Matters Arising Not on the Agenda: GG referred the Board to the Table of Actions that was sent out with the minutes and the following were discussed:</p> <p>17/21 - Membership of APHA to be Raised With Local Government Association (LGA): WD said that he had raised port health issues with a speaker from the Department for Exiting the EU during the recent LGA Conference and it had received a round of applause. WD also said that he had secured a provisional invite for GG to attend an LGA Independents Group meeting on 19th September 2018. Following discussion, it was agreed that GG should attend if invited to the meeting and that WD should forward the contact details of the speaker to GG so</p>																		

<p>that he could be invited to speak at the AGM.</p> <p>Action:</p> <p>WD to forward contact details of the Dept for Exiting the EU Speaker at the LGA Conference to GG. GG to invite to speak at the AGM.</p> <p>GG to attend LGA Independents Group meeting, if invited.</p> <p>17/21c & 17/48 Elected Members to Make Contact With neighbouring Ports and Dividing Non-member PHAs between Elected Members (EMs) So That They Can make Contact: GM produced the list allocating the ports to EMs on the Executive Board and O&S. She just needed to confirm that all on the list were non-member authorities. Following discussion it was agreed that it would be distributed once she had confirmed that all were non-members</p> <p>Action: GM to send list of Authorities to EMs of Executive Board and O&S Committee. EMs to make contact as required.</p> <p>17/51</p> <p>a. Make Contact With Political Head of Guernsey GG reported that he had received a request from Tobin Cook to rejoin APHA as PLaN members and it was being processed. This would obviate the need to make contact with the political head.</p> <p>b. Recruiting Northern Ireland Members. GG reported that Derry City and Strabane had now applied to become Corporate Members of APHA. This meant that all LAs with a port or airport in Northern Ireland would be members of APHA. The next stage would be to set up a PLaN Group for Northern Ireland. PM reported that he had written to the Irish Government in an attempt to secure their membership of the Association. It had been passed to the Department of Agriculture who then passed it on to the Dept for Health but was still waiting for a response. AM said that he had offered reduced rate places on the forthcoming Ships Inspection Workshop in Belfast to Port Health Officers in Dublin as an inducement to join the Association.</p> <p>17/54 Remove Clutter from Website: GG confirmed that the task had been emailed to the old Webmaster who had not made any progress. The details would have to be forwarded to the new webmaster to action.</p> <p>Action:</p> <p>GM in conjunction with GG to forward list of amendments to the new Webmaster.</p> <p>18/09 b WD To Investigate How To Secure Central Government Grant WD said that the issue was where to secure the money from and that he had been in touch with one of his local MPs who was best placed to assist; but had not had a response</p> <p>Action: WD to follow up Central Gov Grant Funding with the MP.</p> <p>18/14 JD to write to SoS for Environment Food & Rural Affairs: No further progress. It was decided to drop this action.</p> <p>18/28a. PM to seek MP/Senior Civil Servant to address AGM. PM said that he had attempted to contact several MPs but was very disappointed by the lack of response especially from the Dept for Health. He compared this lack of engagement to that from Northern Ireland Politicians where it did not matter which party you supported, you always received a response from Stormont. PM then said that he was now trying to secure the Mayor of the Borough of Lambeth to speak but that it should be classed as work in progress. AM suggested Baroness Blood but PM replied that, at the age of 80, she was retiring. NM said that she knew Vaughn Gethin, the Minister for Health in the Welsh Assembly, who may be able to assist getting a response from the Dept for Health. She agreed to make enquiries.</p>	<p>WD/ GG</p> <p>GM</p> <p>GM/ GG</p> <p>WD</p>
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Action:	NM to approach Minister for Health in the Welsh Assembly for assistance in getting a response from the Dept for Health.	NM
PM then said that as part of his lobbying activities in Westminster, he had had a conversation with the DUP spokesperson for Defra, David Simpson. Unfortunately, the individual concerned was out of favour with his party.	18/28b. WD to approach the Mayor of Tees Valley to speak at the AGM WD confirmed that he had asked the Mayor to speak about the project to gain free port status for Teesport but it was likely that he would be unavailable. WD agreed to approach the Labour MP for Redcar to speak because he was also involved with the project.	GG
Action: WD to approach Labour MP for Redcar to speak at AGM.	18/31 PM and GG to discuss hours worked for APHA and remuneration. GG reported that had had a conversation about this with PM. There was no doubt that GG worked far in excess of the 2 days a week he was contracted to deliver for the Association but rather than extend the contract, it was proposed that he be paid for an extra day per week as a bonus payment every 12 weeks. This would ensure that there was greater flexibility over the arrangement. GG said that this would have an impact on the state of APHA finances and would increase the budget by approximately £7500 per year. Following discussion, it was agreed that GG should receive this payment from 5 Apr 18.	WD
Agreed All	Action:	PM
PM to authorise a bonus payment to GG of 1 extra day per week . To be paid very 12 weeks from 5 Apr 18.	EB 18/37 Minutes of Overview & Scrutiny Committee Meeting 16th May 2018 - matters not on the agenda	Person Responsible
With the exception of the following, all matters were covered by the agenda.	O&S 18/14 GG reported that he attended the Scottish PLaN Gp Meeting on and requested a volunteer to replace Clifford Smith on the O&S Committee. GG was pleased to report that Stephen Ballantyne from Fife Council had volunteered to replace Clifford. It was agreed that the Chair should write to Clifford to thank him for his contribution over the years and wish him well for the future.	GG
Agreed All.	Action: GG to draft a letter of thanks to Clifford Smith for the Chair's Signature.	Person Responsible
EB 18/38	Administration	GG reported that APHA Administration was now with Swansea Port Health Authority. GG also reported that the APHA email addresses and website had now been moved to the Lansdowne servers. This was the final stage in the transfer of the webmaster task from Xeno Solutions to Lansdowne Publishing. GG also said that although it was early days, he was satisfied with the prompt service and response that he received from Kevin Schofield who was APHA's main POC at Lansdowne.
GG then said that he had had a meeting with Kevin on 3 rd July 2018 to discuss the website, advertising and the next edition of the handbook. GG then briefed the Board on the outcome of the meeting, as follows:	Kevin had said that the website was well designed and responsive but it was important that it was kept up to date. As expected, the home page was the most favourite page and attracted the most visitors. In contrast, the members log in page was only ranked 23 rd which raised the	Page 3 of 8

<p>result in them being more favourable to rejoining the association. He said that a new vice-chair had been appointed and he would be asking them to resurrect the question of rejoining before the 12 month period previously indicated. He also confirmed that they had agreed to advertise the Chief Port Health Officer's post through APHA. Following discussion, it was agreed that because the next Manchester Board meeting would not be for 3 months, APHA could offer membership at a half price discount.</p> <p>Agreed all</p> <p>Action; KM to contact the Vice-Chair of Manchester PHA Board with regard to discounted membership.</p>		KM
EB 18/41	Task & Finish Group Action PLaN	Person Responsible
<p>GG referred the EB to the T&F Gp Action Plan and said he would highlight the following actions:</p> <p>a. The Northern Ireland Ships Inspection Workshop on 11 Oct 18. Planning for the workshop was well under way with the NI ports being invited to apply for places before it goes out to general advertising. APHA had received one confirmed booking from Raphael Marfo who is Chief Port Health Officer for Ghana. GG had drafted a letter for the Chair's signature in order for him to secure a visa to visit the country. Raphael is also intending to attend the AGM on the 18 Oct 18. AM said that Belfast would be sending 4 delegates and that he had had commitment for a further 3 from Mid and East Antrim and 3 to 4 from Derry and Strabane. With those from Dublin, it should make the Workshop viable. GG stressed that it was important that the booking forms were submitted as soon as possible. AM requested that APHA delays taking bookings for delegates outside Ireland until the end of July. GG said that we could include the booking form with the next newsletter.</p> <p>Action: AM to make contact with colleagues in NI and encourage them to book workshop places.</p> <p>b. GG referred to the outstanding task to update the MoU between APHA and the MCA. He had taken some action on this by raising it at the PHE Port Health Liaison meeting on the 29th March 2018 but is still waiting to be informed of the relevant PHE PoC, he will continue to chase as time permits. .</p>		AM
EB 18/42	AGM and Training Event 2018	Person Responsible
<p>GG reported that he had been in contact with the UJC and confirmed that the Gascoigne Room was booked to APHA for the 18 Oct 18. KM asked who would be sleeping in the flat at the UJC that had been booked for the event. Following discussion it was agreed that an additional room would be required because of the number of APHA delegates.</p> <p>Action: KM to liaise with GG regarding securing an extra room.</p> <p>There then followed further discussions with regards to speakers for the event. It was agreed that the T&F Gp should start to formulate a program.</p> <p>Action: T&F Gp to gather ideas for speakers.</p>		KM/ GG T&F Gp
EB 18/43	Political Engagement & Parliamentary Questions	Person Responsible
<p>PM said that he had asked for potential Parliamentary Questions in the newsletter but had not received any. He knew of no other organisation that was prepared to do this. He also reported on his engagement with Dept for Overseas Development and the possibility of gaining funding to put together a training package. Whilst a meeting had been proposed to discuss this, it was decided that the association just does not have the capacity to undertake it at the moment.</p>		

EB 18/44	Major Ports Engagement	Person Responsible
<p>PM reported on the meeting that he and the members of the T&F Gp had had with representatives from the Major Ports Group following the last O&S meeting on 16 May 18. Its purpose was to explore what obstacles prevented the Major Ports from rejoining APHA. Put briefly, APHA could not offer them something that they do not already get from the Major Ports Group. That said, they recognise the benefits of there being one organisation representing UK Port Health. The meeting ended with the Major Ports representatives departing to consider the situation and have further discussions. GG was subsequently invited to attend a further meeting with the reps that was held at London Gateway on 8 Jun 18 where copies of the Articles, Operating Arrangements, and minutes of meetings were provided. The outcome of this meeting was summarised in the Executive Summary EB 18/44 where 3 options were presented. GG recommended that the Board approved option c.,: Review and Modernise with Major Ports Involvement. GG said that a further meeting to work on the modernisation program was scheduled with the Major Ports Reps and the T&F Gp for 9 Jul 18 subject to the Board's approval.</p> <p>PM said that the Board should recognise that things have been and are changing in local government and that APHA should take on Board what the Major Ports reps were saying. APHA needs to become more streamlined and efficient because at present things are over bureaucratic. After further discussion option c was agreed.</p> <p>Agreed all</p> <p>Action: T&F Gp to meet with Major Ports Reps on 9 Jul 18 in order to discuss modernisation program</p>		T&F Gp
EB 18/45	AOB	Person Responsible
<p>AM mentioned that the FSA had tasked an intern to look at imported food shipments from the EU tin order to get an idea of throughput and inform decisions that needed to be taken for a "no deal brexit". Belfast City council has set up a separate committee to look at the impact of Brexit. PM said that this could be used in Chairman's thoughts piece - i.e. "what are you doing"</p> <p>GM said that the Welsh government and the FSA have been asking for information but it is a one way street with nothing coming back. PM replied that this appeared to be the Government's "game plan".</p> <p>AM then said that he has asked Gary Welsh at the FSA whether they would be able to use some of the additional funding they had received for Brexit to fund an APHA Technical Committee specifically to discuss issues regarding Brexit. The idea would be to provide travel expenses so that one representative from each PLaN Group could attend. He was still waiting for a response from Gary Welsh on this.</p> <p>PM suggested that he could contact the South Belfast MP and request that a meeting be arranged with Defra and DoH.</p> <p>Agreed All</p> <p>Action: PM to approach the MP fro S Belfast and request a meeting with Defra and DoH.</p>		PM
EB 18/46	Meeting Schedule 2018	Person Responsible
<p>All meetings will be held in the Union Jack Club unless otherwise indicated.</p> <p>Executive Board</p> <p>17th October</p> <p>O&S Committee</p>		

1st August

14th November

APHA AGM 2018

The AGM will be held in 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.

Close of meeting: There being no further business, the Chair proposed a vote of thanks to Jeff Dudgeon and Andrew McClenaghan for making the arrangements to hold the meeting in Belfast and Belfast City Council for their kind hospitality.

Agreed All

PM then closed the meeting at 12.30.

G Gould
Executive Officer
APHA